

Leek U3A

Group Leader's Guide

This guide is designed to help group leaders understand the basics of our simple administration system. Rules are kept to an absolute minimum and procedures are as simple as possible to conform to insurance and U3A requirements.

Folders: These are used to communicate with you and the members. Please spend a few minutes reading out any notices to your members. Please keep folders tidy, removing old notices, etc.

Registers: All members of a group must be entered on the register. In the folder will be a blank register for you to complete with members' names, phone numbers, etc. After the first session, please place it in the box by the U3A noticeboard in Norton House for the Membership Secretary, who will put a new register in your folder for your next meeting. You can add to this as necessary or delete those who no longer attend (unless they have explained they can't attend for a short while). At each session, please tick those attending. When this register is full, please put it in the box. ***All class members must be Leek U3A members to conform to insurance requirements, but someone can attend as a guest for one class (free of charge).***

Purses: These are provided for the collection of class fees. Leaders do not pay a class fee. Please only collect £1 coins (not loose change) to help the cashiers and those carrying the cash to the bank. In the purse is a small card to be filled in indicating the monies collected. This needs to be complete for the cashiers to do a cross-check. The Groups/Short Courses Coordinator will explain what to do with the purse.

Full Class: If your class becomes full, please start a waiting list and offer empty places to those interested on a first-come, first-served basis. If you can manage a larger group but don't have the space, ask the Groups/Short Courses Coordinator if there is a larger room available. Another option would be to encourage one of the group members to start an additional group.

Emergency Contacts: Also in the folder will be an Emergency Contact Form for group members, just in case of a problem. **It is essential that this is complete for all members, up-to-date and readily available at all times.**

Photocopying: We have a photocopier at Norton House for U3A copying. To order copies, please leave your master copy and request details (the group name, number, date required, your name and contact number) in the tray in the Norton House foyer. (Members cannot use the photocopier themselves.) Please allow a week for copying to be done. To save paper, please ask members to share copies where appropriate. If you want to share information with members that doesn't need to be printed out, please send this by email.

Petty Cash

Occasionally the cost of vital items can be reimbursed. Please check with the Petty Cash Officer/Treasurer before purchasing. The U3A does not cover the cost of speakers coming to give a talk to individual groups.

Accidents: If an accident happens while your class meets, you **MUST as soon as possible** complete a summary of what happened in the Accident Book in Norton House foyer. First aid kits are available in each kitchen in Norton House and the Watson Centre. There is a defibrillator on the ground floor under the stairs.

Fire Procedures: Please familiarise yourself and your group with the Fire Procedures for the room/building you are in, including the nearest Fire Exits.

Problems or Questions: The Groups and Short Courses Organisers are always your link if you have any problems or ideas, so please do contact them if you have any questions (U3AgroupsLeek@gmail.com).

Visits: If you and your group would like to visit an exhibition, gallery, garden, etc., these must be booked and paid for according to certain rules. Please see the separate “Social Events and Trips” guidelines, which you will find in your folder.

Website: Each Group has a webpage on the Leek U3A website (<https://u3asites.org.uk/leek>). Please check this occasionally (or get a class member to do it for you) to ensure it is complete and accurate. Contact the Webmaster via the Contacts page on the website who will make the changes for you or will give you access to the website to make the changes yourself.

Newsletters: Newsletters will be emailed to all those who have supplied their email address. For other members, copies will be available in Norton House and the Watson Centre.

Wi-Fi: There is Wi-Fi in both Norton House and the Watson Centre. Please see the notices in each building for details of how to log on.

Subject Advisors: For many groups there are National Subject Advisors. Their names and contact number are listed in *U3A Matters* (national U3A magazine) or can be found on the U3A website (www.u3a.org.uk).

Leaders in other U3As: Similarly, leaders of groups in other U3As may be contacted to share experiences and advice.

A list is available on the U3A website (<http://u3asites.org.uk/oversights/show.php?page=groups>).

Support within Leek U3A: A committee member will contact you during the year to see if there is any help they can offer you. If you need help at any time, you can contact the Groups Coordinator (U3AgroupsLeek@gmail.com).

General: Please ensure that rooms and kitchens are left as clean and tidy as found, or as you would wish to find them yourself. If you need to move the furniture around, please make sure you put it back how you found it at the end of your session. Classes must finish on time to allow the next class to begin promptly. Where there is spare time between classes, this should be shared time for the outgoing class to clear up, and the incoming class to set up.

Thank You: To say thank you for sharing your time, enthusiasm and experience, there is a free Annual Leaders' Lunch. We look forward to seeing you there.

Good Luck with your Group, and remember we are here to help.

**Committee members' names and contact details are on the noticeboard
in the foyer of Norton House and on the website
<https://u3asites.org.uk/leek>**