

GROUP FACILITATOR ROLE

THE U3A MANAGEMENT COMMITTEE

The u3a Management Committee greatly appreciate your work in running your group.

Each one of you is adding to the variety of activities we can offer and, in doing so, you are helping Leigh and District u3a to become a valuable and fun community resource.

Jackie Anderton is the committee's Groups Co-ordinator. She will help you to get set up and thereafter is your first point of call for any questions, problems, grievances or ideas. In particular, Jackie will deal with any issues with the venues following our complaints procedure. It is not desirable for you or your group members to get involved directly with venue staff.

Maree Haughton has the committee's Publicity and Social Media role. She can support you by posting relevant details on our Facebook and Instagram pages and arranging to add information to our web site.

YOUR GROUP

Once set up, you are responsible for ensuring that the group reliably meets at the allocated times in the allocated venue.

- If there are any changes or cancellations then Jackie must be informed so that she can update the u3a CALENDER and liaise with the venue re the change.
- If there are any changes of facilitator, or facilitator contact details, then Jackie must be informed so that she can arrange the update of our u3a GROUP INFORMATION sheet and the update of our u3a WEBSITE.

YOUR GROUP MEMBERS

- Actively ensure that your group members are welcomed, valued and respected. Help new members to integrate and get involved.
- We are committed to equal opportunities, diversity and inclusion regardless of ethnicity, gender, sexual orientation, ability, etc. Be mindful of supporting any issues with regard to hearing, seeing, physical access etc.
- Ensure that attenders of your group are current members of our Leigh & District u3a – ie. they have paid their annual subscription (In which case they will have completed a membership form, been issued with a membership card and unique membership number, will be listed in our membership database – Beacon – and all contact details and emergency contacts stored appropriately in compliance with the Data Protection Act). Please note that members of Wigan and Ashton-in-Makerfield u3as may also attend our groups as we have reciprocal agreements in place.

COMMUNICATION WITH MEMBERS

- Stay in touch with your group members by sending regular group emails eg. to remind them of the next meeting, to share meeting topic information, etc.
This is easily achieved using BEACON (our membership database) – training and support is available.
- Keep the WEBSITE details of your group updated. This is important information accessible by all members, and potentially new members of our u3a. Training and support is available or arrangements can be made to do this on your behalf. Liaise with Maree, as necessary, so she can publicise details on our Facebook & Instagram pages.
- It is helpful to attend our twice monthly socials so that you can promote your group, answer questions, etc. Tables are made available for this.

FINANCES

- At each group meeting use a SIGNING IN SHEET and use this to also record each members payment of £1.50 (which is used to cover the room hire costs).
The signing in sheet serves as a fire register and to be compliant with insurance purposes.
- Non-members are entitled to attend 2 group meetings, after which they need to become paid up members of Leigh and District u3a. However, they should still pay the £1.50 room hire fee.
- If, as group facilitator, you organise more than 1 meeting a month, then you only have to pay the £1.50 once in that month.
- Please take the collected money to the next social meeting (or arrange for someone else to do this for you). Give this to **Sue Fowler, the Treasurer**, who will give you a receipt. Keep the signing in sheets and corresponding receipts in your records.