



March

[www. u3asites.org.uk/march](http://www.u3asites.org.uk/march)

Registered Charity Number 1172951

HANDBOOK FOR GROUP LEADERS

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FOREWORD

March u3a is a Registered Charity No: **1172951**

This handbook is, of necessity, a lengthy document which has been produced with reference to the Third Age Trust's procedures and guidelines. Additional content is written specifically for March u3a.

Please do not be daunted by its size. We suggest that you should first quickly scan the pages to get an idea of the content and to gain an insight into what the Trust feels is the proper way to run a group. Then have a detailed look at the paragraphs relevant to what you want to do.

At end of this document you will find reference to some March u3a specific documents which can be downloaded from the March u3a website.

Interest Groups are the lifeblood of a u3a. March u3a would be much reduced were it not for the contributions made by our Group Leaders and our u3a wishes to be as supportive to groups and Group Leaders as is practicable. The aim of this handbook, though quite lengthy, is to both help new Group Leaders with their initial organisation, as well as to provide the leaders of more established groups with some detailed information and procedures. This handbook therefore tries to cover the many possible issues and questions that may arise.

This handbook tries to offer advice rather than be authoritarian. However, in some areas where our u3a is affected by legislation, the Executive Committee Members (who are therefore Trustees of our u3a) have a duty to ensure that we operate within the law. In such cases the advice is more prescriptive, as is the case where the Third Age Trust has identified and recommends that u3as should adopt a particular "best practice" approach.

March u3a is an educational charity, and its purpose is, according to our constitution, "*the advancement of education and, in particular, the education of older people and those who are retired from full time work by all means, including associated activities conducive to learning and personal development*". Of course, education and learning could (and for our sort of membership almost certainly should) be interpreted in their widest form. For example one common definition of learning is "*all processes which lead to relatively lasting capacity, whether they be of motor, cognitive, psychodynamic or social character*". So our constitution permits us to engage in many different sorts of educational activities.

1. Structure of Interest Groups

There are as many ways of running an interest group as there are people to run them, and there is no "standard structure" for how groups are organised. The only specific policy of March u3a is that each group should be, as far as possible, financially self-sufficient. This policy exists in order to keep our membership fee at a reasonable level.

Some groups may operate a process of shared learning, where each person in the group takes it in turn to host and present to the group in their home. Thus everyone is involved in teaching as well as learning something new about the subject. Such an arrangement does not require everyone in the group to be an expert in some area - it just requires that everyone in the group is prepared to do some research on some aspect of the subject that they are interested in, or that they think might be of interest to the other members of the group. In such groups the Group Leader doesn't "lead" the group in a conventional sense, but rather acts as a co-ordinator for the activities of the group - keeping a record of where the group is next to meet and the subject matter of the presentation, and also they are the contact person for the group.

Other groups involve an expert, or knowledgeable person, in a particular subject imparting their knowledge or skills to the other group members. In such groups it is usual for the subject expert to be the Group Leader so that they can decide on an appropriate frequency of the group meetings, what topics need to be covered at each meeting and to change the planned topics if some revision is necessary. But this is not essential, and the group could operate with the expert still deciding what to do at each meeting and the Group Leader being another member of the group and who is the contact person for the group.

Some groups require no expertise at all and just meet to share information by watching DVD programmes which are controlled by the Group Leader and may be provided by the Third Age Trust or purchased by the members.

Others meet just to have fun or exercise!

2. How Members Join an Interest Group

Most members find out about groups by looking at the information on the March u3a website:
www.u3asites.org.uk/march/

The information on the website about each group should include a meaningful name for the group, the days, times, frequency and place where the group meets, a brief description of how the group operates, and a method for contacting the Group Leader (typically by sending them an email). If a u3a member wants to join a group then they should start by contacting the Group Leader. It is your responsibility as a Group Leader to make sure that this website information is complete and is kept up-to-date, by emailing any changes to the Website Administrator (you should also copy such information to the Groups' Co-ordinator so as to keep them informed about any changes to the group).

Alternatively, u3a members who do not have access to the internet will usually find out about groups from the monthly notice sheet, or the notice board at the Monthly Meetings. If they wish to join a group they will then usually be referred to you by telephone via contact through the Groups' Co-ordinator.

3. How an Interest Group is started

If somebody has some special knowledge or interest that they think other members might like to share, then they should consider starting a new group. Their first action should be to contact the Groups' Co-ordinator who will advise them of the viability and help them through the process.

The only restriction on timing is that the Committee would ask that no group meet at the same time as the main Monthly Meetings. The Monthly Meetings are open to all members, and all members should be able to attend. Most members prefer group meetings on weekday mornings or afternoons, but there is nothing to stop you having meetings in the evenings or at weekends if necessary.

4. Management of an Interest Group

a) Using a Private Home

The cost of hiring a venue for a small group can be a deterrent to the group continuing, so if your group has not more than about 10 members please try and consider running the group from your home, or that of one of the group members. If a private home is used then it is only right for the group to ensure that the host is reimbursed for any refreshments and other benefits that may be provided. It is suggested that a charge of 50p per person per session is made to cover refreshments, such as a drink of tea or coffee and biscuits.

b) Booking a Hired Venue

If your group is, or becomes, too large to meet in a private home, or if you need access to specialist equipment that cannot be used in the home, you will need to consider hiring a venue. Some venues (e.g. some public houses and cafes) do not make a formal charge for the use of a room but instead ask that all group members buy a drink. Please ensure that your members comply with this request. Other venues make a charge; either by the hour, or by the session (usually a morning, afternoon or evening session). The Groups' Co-ordinator has knowledge of "free" and "paid-for" venues, the amounts that they charge and a contact person for booking the venue. It is the responsibility of someone within the group to book the venue and to ensure that any invoices are paid. Note that some "paid-for" venues may offer a discount for charitable organisations such as our March u3a (Our Registered Charity Number is 1172951). Ensure that your chosen venue can cater for all your requirements.

c) Cancellations and Change of Venue

Should a group meeting need to be cancelled or moved, for whatever reason, please ensure that the venue is informed with as much notice as possible. Also please inform your members. If the alteration is temporary, please do not just change the information on the website, but contact the members of your group directly - in most cases this will involve keeping them informed by email. However, if the regular venue, day, time or frequency of meetings changes then the Groups' Co-ordinator and Website Administrator must be informed so that information about the group is kept up-to-date.

Many paid-for venues will allow a group to rearrange a cancelled meeting at no extra cost. However, this does depend on the terms of hire for the venue, and the nature of the relationship you have with the venue staff. So you might also need to consider the cost implications of cancelling a meeting.

5. Beacon Management Information System

Beacon is a management information system for recording information about members, interest groups and finances of u3as. Beacon was developed by a small group of u3a members, the Third Age Trust supports it, and at the start of 2019 it was being used by over 300 u3as nationally (and this number is growing). March u3a started to use Beacon in May 2016 and is available to Group Leaders to aid the running of groups. March u3a pay a small annual fee for its use based on the size of our membership.

As a Group Leader, you can use Beacon to record information about your group, and perhaps more importantly, record a list of the members of your group. Beacon provides a simple method for adding and removing your group members - by selecting them from an alphabetical list of members of our u3a, or by specifying their membership number. However, the most useful feature of Beacon is that it provides an easy way for you to email all, or some, of the group members. You can also check whether those emails have been delivered and read by the recipient. A key feature of all emails sent to members through Beacon is that they are sent only to the individual and so maintains members' security. If you regularly send the same sort of email, there is also a facility for storing "standard" email messages so that you don't have to re-type the message every time. A particular advantage of using Beacon as a single source of members' details, is that when a member changes their contact details, their revised contact information will automatically be updated throughout the system.

Beacon is available for use by all Group Leaders and all you need is access to a personal computer or a tablet (such as an iPad) and a web browser (such as Chrome, Safari, Firefox or MS Edge). Beacon is our u3a's preferred method for Group Leaders to maintain records about

their group members. Please contact the Beacon Administrator if you would like to use the system. He will tell you more about using Beacon, and will be happy to give some training on how you can use it.

Beacon has many other features that, though not directly available to Group Leaders, help those members of the Committee involved in the administration of group activities. For example, Beacon includes a simple way for the Groups' Co-ordinator, to send an email to all, or some, of the Group Leaders. As another example, it is possible to create different roles for different users of Beacon, so that the Committee can be reasonably sure that, for example, Group Leaders who are Beacon users, can only access and use the personal data of members in a manner consistent with our data protection policies.

6. Interacting with your Group Members

Please Note. It is the responsibility of each Group Leader to ensure that your members are current members of March u3a, particularly directly after renewal time. This can easily be checked via Beacon; otherwise Membership cards should be viewed. It is the policy of March u3a that members should provide 'Emergency Contact' information to and carry a 'Next of Kin' card, available from the committee, which you are advised to offer them.

a) Keeping in touch with your group members

Most communication with the members of your group will be via email, and it is acceptable for you to maintain your own email list for such purposes. If you do, when emailing the whole group, please use Bcc ("blind copy") in order to maintain members security. If you have difficulty in contacting a group member, their contact details may be obtained from the Membership Secretary.

However, rather than maintaining your own contact list, you are encouraged to use the preferred Beacon administration system which provides a simple method to email all, or some, of the group members securely.

b) Checking the status of your group members

On the 1st April each year the March u3a memberships are renewed, and members are given one month's grace to renew their membership. Thus all members should have renewed by the beginning of May. In May, you should ensure that the members of your group have a valid membership card. If you use Beacon, checking membership renewals is straightforward, as those members who have not renewed their membership will appear in "red" on the list of members of your group. It will therefore not be necessary for you to actually see and check membership cards.

c) Keeping a record of attendance

You are asked to keep a register and attendance record, primarily for your own use, but also if requested to provide information for the Committee. The register should include a list of the names of the group members. If you wish you may also record the membership number, and contact details for the group members such as email addresses, postal addresses, and mobile and landline telephone number to facilitate communication. If you use Beacon you should not need to record so much, or in many cases any, contact information since it will all be available online, but you should still maintain a record of attendance. Unfortunately, there is currently no method for recording group member attendance within the Beacon system, so you will need to keep a separate attendance record. A group member's contact details should not be shared among other members of the group unless permission has been granted, and should be deleted when the member no longer belongs to our u3a. (Also see the document "Guidance for Group Leaders on Data Protection".)

d) What to do about poor attendance

If a group member misses two consecutive meetings without explanation, check with them that they are still interested in being part of the group, but please make allowance for members who take extended holidays or who have extended periods of illness. If they no longer wish to be part of the group, then their place in the group can be made available to someone else. This is particularly important if there is a waiting list, and the non-attending member is occupying a place that could be filled from someone from the waiting list. Also, for those groups with a waiting list, group members with a record of persistent non-attendance should be warned and then a request to the Groups' Co-ordinator to authorise removal from the group.

e) Problems with group members

Disruptive and/or unsocial behaviour, or strong disagreement between members can occasionally occur within a group. You should not allow a situation to continue which impacts on the enjoyment of the other members of the group. In most cases you will be able to resolve the situation informally and amicably by just having a quiet word with the member/members in question. However, in certain situations, asking a member to leave the group for the remainder of the session may well be the best solution. If the situation requires more than this, or this approach fails and the problem persists you should refer the matter to the Groups' Co-ordinator. As a Group Leader you do not have the authority to exclude a member from the group permanently - such a decision can only be made by the Committee, and the Groups' Co-ordinator can raise this issue with the Committee on your behalf.

f) Seasonal breaks and other planned suspensions

Note that groups do not formally have to close and re-open at the start of each new membership year, unless it is felt that this may resolve a problem with waiting lists. Nor do groups have to suspend meetings for a break (such as a break for summer holidays, or a winter break for groups that meet outdoors) although a number of groups choose to do so; it is up to you and the group members to make this decision. Please do not ask the Website Administrator to remove a group's entry on the website for such periods of suspension, but rather include information about likely or planned periods of suspension in the description of how the group operates.

7. Maintaining a Waiting List

If a group is full, it is your responsibility to maintain a waiting list for places, and should a vacancy become available, to allocate places from the waiting list on a "first come, first served" basis. There is no need to state whether a group is full or not on the website, but such information should be communicated to the Groups' Co-ordinator. It is also important for the Groups' Co-ordinator to be aware of the demand for a particular area, so that they can judge whether or not another group is needed.

It is also helpful if those on waiting lists can be kept informed at regular intervals of any progress in their movement on the list. Where members have been waiting for a long period to join a group, and no one is willing to set up a new group, the group ought to be re-formed on a voluntary basis in order to give everyone interested the opportunity to take part. Some u3as have a new enrolment system at the start of each membership year, but we do not wish to introduce this in March u3a unless absolutely necessary.

If you use Beacon, there is a simple method for creating and maintaining a waiting list for your group, and an easy way to email all, or some, of the members on the waiting list - all in a manner identical to the way in which normal members of the group are processed. There is also a simple method for transferring a member from the waiting list to a vacant place in the group.

8. Interest Group Finances

a) Payments for room hire

For groups that need to hire a room, you should arrange to pay for the room hire, and collect sufficient attendance money from the group members to cover this cost. Please note that March u3a may indemnify a Group Leader against room hire losses that might occur through lack of attendance, so long as the Group Leader had made reasonable provision to attempt to cover the cost of room hire over the financial year.

b) Purchase/use of equipment

From time to time, a group may decide that it needs some specialist equipment. (See also (14) on March u3a Equipment.) Consistent with the policy that each group should, as far as possible, be financially self-sufficient, it is normally expected that group members should bear the cost of new equipment. However, the Committee will consider, on its merits, any request to subsidise the purchase of equipment by a group. Such a request is more likely to be looked upon favourably if the equipment is also appropriate for use by other groups, and/or is necessary to facilitate the start-up of a group. Any such equipment should be held by a member of the group, normally for use by the members of that group, but legally is the property of the u3a as a whole, and should be recorded with the Treasurer who keeps an inventory of equipment owned by the u3a for insurance purposes.

c) What to do with group money

You are permitted to hold cash collected from your group members so long as the balance held at any one time does not become significant (maximum to be held being £???). Should the money held exceed this amount it should be passed to the Treasurer and banked. When needed a cheque can be issued, or bank transfer arrangement made. Group member payments in the form of cheques, should be passed to the Treasurer to be banked (cheques should be made payable to March u3a). Bank transfer payments by group members should be arranged with the Treasurer. You are not permitted to use your own bank account, or to open a separate bank account, to hold any payments made by group members. All such monies held by the Treasurer are designated for spending by the group, and will not be spent on general u3a expenses.

A record of all money collected and payments made (including copies of receipts, invoices and confirmation of payments made), whether for room hire, the purchase of equipment, or any other purpose, must be kept and made available to the Treasurer at the end of March each year, if requested.

Any money collected by a group, or discounts available to a group, or money returned to the members of a group, etc., should be used fairly for the group as a whole.

d) Payments for speakers etc.

You should be aware of one of the u3a guiding principles, namely that no salary, fee or financial reward should be paid to any u3a member for teaching other members, counselling them, or helping them in any way. However, if the member providing the service is from another u3a some distance away, you may pay them legitimate travelling expenses. Outside speakers/tutors who provide a one-off talk or support session for your group may be paid a fee and/or expenses. However, you should not engage the same outside speaker/tutor on a regular basis as a means for running your group, since the requirements of employment law could fall upon our u3a, or upon you personally.

9. More than one Group Leader

For larger groups you should consider whether to recruit a deputy from within the group, or appoint a joint Group Leader, to cover absences or to share the load of running the group. As far as possible, you should encourage members to participate in the running of the group as this helps them to have shared ownership of the group. For instance, hosting the group, leading a group session, collecting any monies for room hire, keeping the Website Administrator and Groups' Co-ordinator informed, could all be undertaken by different group members. If you use Beacon, your group can have more than one Group Leader recorded, and the current Group Leader for a group has the authority to designate another member as a (joint) Group Leader.

10. Using the Website

Many of our members get information about what is happening in our u3a from the website, so please use your group's page on the website to promote it. The website is also where most prospective members find out about our u3a - so in promoting your group you will also be promoting our u3a more generally. Please try to ensure that the website contains up-to-date information about your group, including:

- A consistent and meaningful name for your group.
- Days, times, and frequency of meetings.
- Where the meetings are held.
- A description of the purpose of the group, and how it currently operates. This description can be as long or as detailed as you like.
- By clicking on the "bird" icon on your group web page an email is generated without the sender seeing your email address. Please check that this works by using it to send an email to yourself.
- Photographs of your group's activities are always welcome.

Preferably, the above should be provided in a form that doesn't require it to be changed too often, so try and aim to update your group information at least once per year.

You should send such information directly to the Website Administrator. It would be helpful if a copy is also sent to the Groups' Co-ordinator. Please note that it is not the Website Administrator's job to act as an "editor" for what you send to them, so please send them information that can just be copied and pasted onto the website page without any changes.

Please do not include short-term information about the group. For example, do not include information about whether the group is currently full or has vacancies - such information will be part of the report of the Groups' Co-ordinator. Also, do not include information about whether the group is currently taking a short or seasonal break, or is due to start again on a certain date - such information can also be part of the report of the Groups' Co-ordinator or you can write your own group report for the newsletter. In particular, if a group is taking a short or seasonal break, do not ask the Website Administrator to remove it from the website, but rather try to provide a description for the group which includes such information, and is thus valid at whatever time of the year it is read

11. Using the Notice Sheet

March u3a currently produces a monthly Notice Sheet for circulation to all members at our monthly members' meeting. It is also circulated by email and posted on the March u3a website. Group Leaders are asked to supply to the Notice Sheet short term information about the group organisation including occasional planned cancellations, planned changes of venue, planned periods of extended breaks (e.g. Summer breaks, Winter breaks), etc. You should send information to the Secretary by the Friday before each monthly meeting. As there will be a delay in the Notice Sheet publication, please do not use it as a way of communicating urgent information to the members of your group.

12. Arrangements with Other Local u3as

March u3a can arrange a reciprocal arrangement with other u3as in our area, whereby a member may attend ONE interest group on a regular basis without having to be a member of the other u3a. However, if a group has a waiting list, members of March u3a should have priority. If a member from another u3a attends your group on a reciprocal basis, please check regularly (i.e. at least once each year) that they have a valid membership card for their u3a. So long as their attendance has been authorised by our u3a Committee, they are also covered by our insurances (in just the same way as if they had been one of our members). Please inform the Membership Secretary, who will then record them as a non paying Associate Member of March u3a. We do not make any administrative charge associated with such a membership, but they are then formally part of our membership for insurance purposes. If you use Beacon you will then be able to add the associate member to the list of members of your group. If a member of another u3a wishes to attend more than ONE March u3a group, they must join March u3a as a full member.

The reciprocal attendance arrangement also implies that members of March u3a may be able to attend ONE interest group of a neighbouring u3a on a regular basis without having to become a member of that u3a subject to the approval of both committees.

13. Arrangements with Members of the Public

Although your group meetings are for u3a members only, members of the public who are potential new members are permitted to attend just once for a taster session. This might be one attendance at a Monthly Meeting, or one attendance on an Educational Visit, or attendance at one meeting of one of our groups. In the latter case the person is expected to contact you beforehand and their attendance at a group meeting is at your discretion.

14. March u3a Equipment

March u3a owns a few items of equipment that our groups may use, including:

- laptop computers,
- projector with connectors for displaying images from a computer,
- 2400 x 2400 mm foldable projection screen,
- two flip chart boards with pens and paper,
- folding noticeboards,
- a public address system with microphones and 3 wireless microphone systems

Currently these are held in the Community Centre and the inventory is held by the Treasurer and Chairman, either of whom should be approached for further information.

All electrical equipment owned by the u3a should be checked and PAT tested as required. (Also see the document "Electrical Equipment Policy".) u3a equipment is not to be used for non-u3a purposes. Equipment owned by a third party must be safe for use.

15. National, Regional and Local u3a Resources

The Third Age Trust (the national u3a body) has a large number of resources, to which groups have access, in order to help in the way that they operate. For further information see the "Resources" section on the Third Age Trust website at: <http://www.u3a.org.uk/>

These resources include an extensive collection of DVDs & CDs available for all u3a groups to borrow free of charge (except for the cost of return postage), access to a National Advisor for the most popular subject areas who can recommend u3a and other sources of information and is available to offer specific advice, and selected articles from the Sources magazine providing examples of best practice for Group Leaders and potential leaders of groups. The Third Age Trust has also recently announced a future expansion of these resources, to include Technology Entertainment and Design (TED) talks and access to Massive Open Online Courses (MOOCs).

The Third Age Trust and the Anglia Network also run occasional workshops on common subject areas, mainly intended for Group Leaders but sometimes for group members. March u3a has a policy of supporting our Group Leaders who wish to participate in such workshops. Such support will usually extend to payment of your attendance fee at such a workshop and your travelling expenses, subject to any financial restrictions that might apply. The March u3a Chairman or Treasurer can provide more advice about this, and can approve such expenditure on behalf of the u3a.

16. What to do about Failing Groups

If you have a problem with falling numbers, the first thing to do is to try to find out the reason. Perhaps the programme isn't interesting enough; do the members feel that their interests are being disregarded; do they want to become more involved? If nothing changes, please discuss the situation with the Groups' Co-ordinator who will see what they can do to help. Please remember that if your group ceases to exist, the Groups' Co-ordinator and Website Administrator must be informed, and any funds or equipment held by the group passed to the Treasurer.

17. What to do with Successful Groups

If your group is too large, or has a persistent and/or increasing waiting list, please inform the Groups' Co-ordinator. In such a case you might like to consider whether finding a larger venue might be a solution. If it is not practical to run the group with a larger number of members, or if a larger venue is not available, then it is probably time to consider how a new group may be started. In the first instance, talk to the Groups' Co-ordinator to see how a new group might form. Should the new group mirror the operation of the existing group, or should the new group have a change of emphasis of the subject, with a significantly different title to reflect this change? Perhaps one or two of the existing group members might like to be involved in setting up the new group? They don't necessarily have to be the Group Leader, nor do they have to make a permanent transfer to the new group, but their experience may be invaluable in getting a new group off the ground.

18. Relationship with the Executive Committee

The members of the Committee (who are therefore Trustees of our u3a) have a duty to ensure that we operate in accordance with our objectives (as described in our constitution) and with charity law. In addition to requirements imposed by legislation, the Committee receives guidance from the Third Age Trust concerning requirements appropriate to running groups. Most Committee Members have specific roles or duties, and the following are the ones you are most likely to have contact with:

Chairman

Contact them if you have an issue that can't be resolved in any other way.

Groups' Co-ordinator

Contact them for advice about your interest group and to make sure your group's details on their list is up-to-date. Also report to them any concerns and any other factors to be raised for discussion at the Committee.

Treasurer

Contact them to (if necessary) supply the end-of-year accounts for your group, or if your group is considering any significant expenditure.

Website Administrator

Contact them to make sure that the information provided about your group on the website is up-to-date.

Vice-Chairman

Contact them if the issue is urgent and the Chairman is not available.

Secretary

Contact them with entries for Notice Sheet.

Membership Secretary

Contact them if you have difficulty contacting a member of your group, or you wish to register a reciprocal member.

Beacon Administrator

Contact them if you wish to become a Beacon user, if you wish to register a reciprocal member, or if you have any problems associated with the use of Beacon.

Newsletter Editor

Contact them to provide articles about your group for the newsletter.

We want to try and keep administration to a minimum, so there is no need for you to regularly provide the Membership Secretary or the Groups' Co-ordinator (or anyone else) with a list of the members signed up for your group. However, from time to time the Committee might wish to review what is happening within the groups, and when this is the case they will request such a list and specify where it is to be sent. Remember to include any members from neighbouring u3as who are attending under the reciprocal membership arrangement. If you maintain the list of members of your group on Beacon, you will normally be able to respond to such a request by simply stating that your group members can be retrieved from Beacon.

19. Group Leaders' Meetings

We aim to have a Group Leaders meeting each year where issues can be raised and discussed for the benefit of all. It is helpful to the Committee if this can be a forum of positive ideas for how the u3a as a whole can operate more effectively. All Group Leaders will be invited to attend, and it is hoped that all groups can be represented at these meetings. If you are unable to attend, please arrange for another member of the group to attend and represent the group.

20. Health and Safety and Related Issues

Please Note. All Group Leaders are advised to obtain from their members the details of a person to contact in case of any emergency. Members should be encouraged to carry a 'Next of Kin' card which is available from the committee.

a) Professional Qualifications

Group Leaders of groups involving some form of physical activity do not need to hold professional qualifications in the area, but the Committee needs to assure itself that the Group Leader is sufficiently experienced. If you are the Group Leader, or potential leader of such a group, please discuss the matter with the Groups' Co-ordinator.

b) First Aid

You are not required to have a trained first aider present. Insurance advice is to contact the emergency services in the event of a serious incident.

c) Risk Assessment

A simple Risk Assessment may be required especially in the case of physical activity and trips. One copy should be retained and one copy forwarded to the Health and Safety Officer. Forms for different types of activities that you should use can be downloaded from the March u3a website..

d) Members with Disabilities

Legislation requires us to make "reasonable adjustments" so as to not prevent people with disabilities from joining our u3a. In addition the Third Age Trust website contains advice that Group Leaders should consider when dealing with members who have a visual or hearing impairment, or a disability which impairs their movement. (Also see the documents "Support for Members with Vision Loss", "Support for Members with Hearing Loss" and "Support for Disabled Members".)

e) Safeguarding

Some people, particularly the elderly and those in poor health, are potentially at risk of abuse and neglect. If you suspect that something like this is happening you should report the matter to a member of the Committee. (Also see the document "Safeguarding Policy and Procedure".)

21. And Finally

In many cases, if you need help or if you are in any doubt, it may be easier just to contact the Groups' Co-ordinator, Chairman or Treasurer who will mostly be able to answer your questions and if they cannot, they will find someone who can!

Enjoy your Group Leading! Remember, we only exist through our volunteers!

22. List of Supporting Documents

The following additional documents may be found on the March u3a website:

Constitution (as revised on 11 April 2018)

GUIDANCE DOCUMENTS

Guidelines for Physical Activities

Guidelines for Walking Groups

Guidelines for Trips

Guidelines for Emergencies|

MARCH u3a POLICIES

Health and Safety Policy

Venue Risk Assessment Checklist

Walks Risk Assessment Checklist

Incident Report Form

Data Protection Policy

Privacy Policy

Equality, Diversity and Inclusion Policy

Accessibility Policy

Safeguarding Policy and Procedure

Legitimate Interest Assessment (u3a Membership)

Legitimate Interest Assessment (Next of Kin)

MARCH u3a PROCEDURES

Complaints Procedure

Grievance Procedure

Disciplinary Procedure

23. Log Book

This section is for you to develop in whatever way you feel would be most helpful. It could include:

- Statement of the group's aims

- Contacts
- Registers
- Venue, timing, costs
- Accounts where relevant
- Materials and support available
- Local information