

1.0 GROUP CO-ORDINATOR

Currently this post is being covered by one group co-ordinator under the guidance of the Executive Committee.

2.0 OFFICE DETAILS

Office address: Broadway House, 4 - 8 The Broadway, Northbrook Street,
Newbury, Berks, RG14 1BA

Opening: Weekdays 10:00 am to noon

Telephone: 01635 760346

E-mail: office@newburyu3a.com

Web site: <https://www.u3asites.org.uk/newbury>

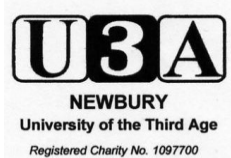
3.0 PROCEDURE FOR STARTING A NEW GROUP

Discuss the idea for the new group with the Group Co-ordinator.

- A notice will be prepared inviting members to sign up – to be displayed at the next Coffee Morning/published in the next Newsletter
- If sufficient interest, a date and time of meeting with the Group Co-ordinator at Broadway House will be arranged for discussion of how the group will operate – meeting times etc.
- Liaise with the halls administrator to determine a suitable regular group meeting time – to avoid other popular group meetings
- If you do not wish to totally lead the group, there are various ways of involving those interested in taking responsibility for particular areas and this has been very effective and productive
- If a venue is required, other than Broadway House, discuss this with the halls administrator.
- Arrange details to be published in the Newsletter and on the Newbury U3A website

4.0 SUPPORT OFFERED FOR GROUP LEADERS

- Relevant Study Days will be advertised in U3A News and/or Newbury U3A Newsletters
- The Group will be encouraged to submit regular brief reports for publication in the Newbury U3A Newsletter. This will interest new members



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- The Group will be added to the Newbury U3A Web-site
 - Equipment available at Broadway House, to borrow from the office.
 - PA System (mains powered only)
 - HP laptop, leads & mouse
 - Projector (compatible with the laptop)
 - Portable screen
 - Extension cable, spare power leads
 - Projector – only for use in Broadway House
 - Blue display board
 - In case of an accident, an Accident Report Form should be completed, available from the Office or to download from the website.
 - Visits: A copy of the U3A Liability Insurance is on the Office notice board.

5.0 GROUP INFORMATION

Each group should have a register of members. This should include:

Members' name

Home address

Membership number

Home/mobile telephone number

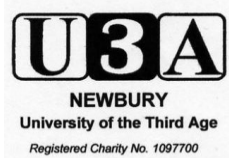
Email

Next of kin contact number

Membership must be checked annually asap after 1st September.

Accounts (if you collect more than coffee/biscuits money)

Programmes and materials used in the group including speakers used



PRIVACY AND DATA SECURITY

Email : When emailing your members you must use bcc. So

To: yourself

Bcc: your members

Ensure you are using the latest operating system on your device and that your anti-virus is kept up to date.

PROCEDURE FOR UPDATING WEB-SITE

Material for the web-site should be forwarded via the U3A office to pass on to the web committee who maintain the site.

6.0 INSURANCE

The Third Age Trust recommend that a copy of the insurance cover note is added to the local information section of the Group Leaders Handbook. However, there are several separate cover notes in force so it has been decided not to include them in this document. They are on display on the notice board in the U3A office and they can be viewed on the web site of the Third Age Trust <https://www.u3a.org.uk>. (To view these you will to login to the site)

It is important that any accidents are reported on an accident report form which can be downloaded from the website or obtained form the office. Completed forms should be returned to the U3A office at the earliest opportunity.

Car-sharing arrangements, including petrol expenses, are a personal matter between the car driver and passengers.

7.0 HANDLING MONEY AND PAYMENTS

7.1 Treasurer

Group leaders should address queries on financial matters to the Newbury U3A Treasurer: the name and contact details of the Newbury U3A Treasurer can be found from either:

Newbury U3A Programme of Events Card, Newbury U3A office,
Newbury U3A website

7.2 Group Activities

7.2.1 General

Newbury U3A might pay something towards the hire of venues and will make a contribution to initial group start up costs and thereafter a contribution to annual running costs.

In all other respects group meetings and activities should be self-financing. If groups decide to hire guest speakers or lecturers then funding for these should be paid for by the group members.

7.2.2 Group Start Up

To assist the formation of a new group in the first year group leaders may claim a contribution of £10 from the Newbury U3A Treasurer to help out with administration costs of postage, telephone and stationery.

7.2.3 Annual Running costs

Group leaders of established groups may claim an annual contribution of £10 from the Newbury U3A Treasurer to help out with administration costs of postage, telephone and stationery.

7.2.4 Venue / Hall hire

It is the responsibility of the group leader to find a suitable venue to host the group. The halls administrator may be able to provide the names of particular contacts in venues that are currently used.

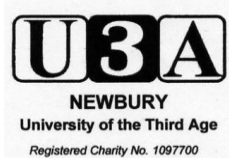
Newbury U3A will pay up to £25 per month for each group towards hall hire. (This figure may be reviewed from time to time by the Executive Committee.). In nearly all cases payments are made directly by the Newbury U3A Treasurer to the Treasurer of the organisation administering the venue.

Where the total cost of a venue exceeds the agreed monthly rate then the group is expected to make up the difference. EG. Newbury U3A pay for the monthly cost of hall hire for the Gardening group but the Gardening group pay separately for the hire of the kitchen facilities.

7.2.4.1 Broadway House

Some groups meet in the conference rooms in Broadway House where room hire is free, but group leaders should bear the following in mind:

The conference rooms are a facility which is shared with the other tenants of Broadway House so there is a practical limit to the number of groups that can be accommodated.



Facilities for making tea and coffee are available and members making use of these facilities should leave 30p per cup so that the office volunteers can replenish supplies as needed. Please wash up mugs after use and return to cupboard.

7.2.4.2 Members Houses

Some groups meet in members houses and the group leader can charge between 20p and 50p to attendees to pay for tea and coffee.

7.2.5 Guest Speakers & Tutors

We realise that in some instances a paid tutor is necessity. The cost of the tutor must be funded by the attendees.

If you propose using a tutor please liaise with the Group Co-Ordinator regarding legal requirements for tax and insurance.

7.2.6 Status of Groups holding Bank Accounts

Several of the larger groups within Newbury U3A (Travel, Theatre and Gardening) have found it convenient to set up separate current bank accounts. When accounts are set up in this way they should be set up as charity accounts with a set number of signatories two of which are needed to sign each cheque, one of whom is a Charity Trustee.

The Third Age Trust considers these Groups as sub-committees of the main U3A Executive Committee and as such they should report the following details to each meeting of the Executive Committee:

- a) financial position and
- b) a report on the events planned and other major decisions made at meetings of the Group.

We hope that this information has been of assistance.

Newbury U3A Group Co-ordinator

April 2019