

2 Convenors and Deputies

2.1 Number Of Convenors

A Group must have a minimum of one Convenor and a maximum of 4. It is recognised that for large Groups, such as the theatre Group, splitting the management of the work is sensible, however, one person should be the lead Convenor and act as the point of contact with the Groups Coordinator. (On the Beacon Membership System, numerous Convenors can be included but there is only one main contact name.)

2.2 Deputies

A Convenor can at any time appoint a deputy. If this occurs, they must inform all the members of their Group and the Groups Coordinator and if using Beacon, the Beacon Administrator.

2.3 Standing Down as a Convenor

If a Convenor wishes to stand down, a new convenor would usually be agreed by the members within the group. Convenors should try to nurture someone in the Group who could take over if required. If nobody wishes to be the Groups Convenor, then the present Convenor needs to contact the Groups Coordinator as early as possible so that alternative arrangements to continue the Group can be explored.

If a Convenor is standing down, they must pass on all relevant information about the Group to the new Convenor. This may be in electronic or paper format. If the new Convenor has not been appointed or the Group is closing information should be passed to the Groups Coordinator. The Convenor standing down should they delete any Group / Members data they hold via electronic devices and securely destroy any paperwork that has not been passed over.

2.4 Help and Support for Convenors

2.4.1 U3a Subject Advisers and Networks

Subject Advisers are Third Age Trust Volunteers with specialist knowledge in a wide range of topics. Their contact details are available on the u3a website and in the Third Age Matters magazine. Subject Advisers can provide advice on both the setting up of a Group of their subject area and the sustainability of ones already in existence, which may benefit from new ideas or a different approach.

u3a Subject Networks provide a platform for u3a members to connect and come together around their interests.

u3a Subject Surgeries are an opportunity to share resources and ideas, as well as access help setting up a Group within the u3a, all members are welcome. The u3a website provides information about these topics

2.4.2 Support, Advice, and Information

All Convenors can also contact the u3a office for information and advice by calling 020 8466 6139 or emailing: u3a.office@u3a.org.uk.

Roding Valley – Group Convenors Handbook

2.4.3 Third Age Trust Workshops

The u3a office runs several online workshops to support all Trustees and Convenors, including ‘Interest Groups Matter’. The workshops also provide an opportunity to meet other u3a members from across the country. More information about other workshop topics and how to book can be found on the u3a workshops page.