

## 3 Developing and Maintaining a Group's Profile

### 3.1 The Profile

Each Group will have a Profile that will be used to populate the website, Beacon (the membership system) and the prospectus. The Profile is defined when the Group is set up (see following section)

A Group's profile is made up of the following details.

- Group Name
- Convenor/s Names/s
- Convenor/s Contact Details (These details will only be available to current members)
- Venue
- Day (include note if the Group is only planned to run for a limited period)
- Time (include start and approximate end time)
- Aim
- About - this is normally 3 or 4 lines (but can be more) describing how the Group operates
- Maximum Numbers in The Group
- Accessibility Restrictions (See note below)

The current Profiles of all Groups (excluding contact details) are available on <https://u3asites.org.uk/rodingvalley/Groups>.

### 3.2 Time Limited Groups

Group may be established to run for a specific period. This is perfectly acceptable. If this is the case, potential members must be made aware of this when joining.

### 3.3 Maintaining The Group's Profile

The Convenor is responsible for informing the Groups Coordinator and Website Manager if any of these details change. The easiest way to do this is email [RVu3a@hotmail.com](mailto:RVu3a@hotmail.com), alternatively they can be contacted directly via the email addresses on the monthly newsletter.

### Accessibility Restrictions

Accessibility restrictions covers both the **access** to the venue where a Group activity is occurring, and the **minimum physical requirements required** or **knowledge/experience** to be able to participate in the Group. This would include items such as a minimum level of knowledge of a language or requirement to be able to use stairs.