

Ross & District U3A

Guide for Group Coordinators

The following guidelines have been prepared to support you in running your group. Due to the diversity of our 50+ groups, there will be some guidelines that don't apply to your group. We suggest you read through and highlight those that are relevant to you – then keep this handout on file/computer with emails and phone numbers of Group Secretary and Deputy Group Secretary to hand, in case of any problems.

- If your group costs exceed £100 in any one year, then we ask for a summary of your income and expenditure, along with any invoices received. This is due to Charity Commission rules – and must be submitted to the treasurer by 31st March in order to be included in the annual accounts.
 1. The figure of £100 includes all money collected from members to cover room rental, hire of facilities, payment to an outside teacher (in the case of sports-based groups), and any other expenditure legitimately incurred for the running of the group.
 2. Keep the format simple – include Group name, Coordinator name & contact details, dates of period covered, income & expenditure. **Please ask for a sample format if needed.**
 3. It should be noted that groups shouldn't maintain individual bank accounts and should not hold cash in excess of £100. Please contact our Treasurer with any problems of this nature - treasurer.rossu3a@outlook.com
- In June each year, you will be asked for a list of all members of your group with contact details. We will then check that they are paid up members of the Ross U3A. *Bear in mind, that non-members attending your group immediately negate the U3A insurance cover.*
- Ensure that your group is represented at our September Open Day (always the 3rd Monday in September) If your group is full, we ask that you take names of interested members so that a second group can be started. **Please put the date in your diary.**
- Data Protection law applies to everyone – ensure that members of your group are happy to exchange email addresses. IF NOT, use the BCC button when sending out group emails.
- Inform the Group secretary of ANY changes to dates, times and venue immediately, so that the website and our records can be kept up-to-date.
- ALL GROUPS are self-financing. This includes whatever costs are incurred – eg, photocopying, room hire, group speakers or equipment AND the provision of tea, coffee & biscuits at someone's house. 50p is the suggested charge for this. Some members may feel that they, as individuals, do not require such a contribution, but in order to be fair, contributions should always be made.
- External venues should be approved by the committee – see Group secretary for help with this.
- You are responsible for booking and paying for your venue directly. **Don't forget** to cancel the booking if your meeting is cancelled for some reason.

- When using rooms at the Larruperz, a tea trolley is available – just ask at reception – and pay £1.20 per cup (£1.50 with biscuits!).
- In the case of an accident during a meeting, please report it to the Group Secretary immediately and fill in an accident form – there is a link on our website. All details and any action taken to be fully reported.
- If your group go on visits of any kind using members' private vehicles, the costs of such travel and any parking fees should be met by the group members. The suggested guide is 45p per mile, (confirmed by TAT Feb 22) which can be equally divided between car passengers. We are advised that your 'social, domestic and pleasure' insurance cover, is not affected if/when you accept contributions and take U3A members as passengers.
- If your group meet at the Larruperz before travelling, contact the Larruperz ahead of time to confirm that there will be sufficient parking available. Advise reception when cars are parked and pay 50p per car before leaving. (This charge does NOT apply for meetings at the Larruperz). Wilton Road car park is a good alternative for all day parking.
- Any electrical equipment such as extension leads, chargers, projectors etc MUST be PAT tested annually if your group meet in an outside venue, rather than member's homes. We try to arrange for an annual day when equipment can be tested for a small fee at the Larruperz. Testing expenses for equipment that is not owned by the Ross U3A should be borne by the group.

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