

Scunthorpe & District
Charity Number; 1191994



Guidance for Interest Group Leaders

When you become group leader for an Interest Group, there are a few basic rules for you to follow. All of these measures are designed to protect you as Group Leader as well as meeting the committee's responsibilities as Trustees of the organisation.

Group Leader Responsibilities in Brief

1. Keep a register of attendance at your group. This will be needed later.
2. Welcome newcomers to your Group but check that they are eligible to join.
3. Communicate regularly with your group and to the rest of the u3a.
4. Understand and keep compliant with our Data Protection Policy.
5. Support the U3A's commitment to inclusivity and where possible make reasonable adjustments to meet the specific needs of potential members
6. Look after any money or equipment involved in running your group in the right way.
7. Always look for extra help and support in your role from Executive Committee members or other group leaders.
8. Understand and embody the Principles of the u3a Movement

1. THE WEBSITE;

You need to advise the Webmaster of certain information so that your group can be included in the Website. Personal email addresses do not appear on the webpage but are "hidden" behind a contact icon. The Webmaster can be contacted via the website.

2. MEMBERSHIP

The Group Leader is responsible for checking that everyone attending is a paid up member of the u3a. After the membership renewal year has ended, you will be sent a list of "lapsed" members. If any of these are still members of your group, they should be asked to pay their subscriptions immediately or leave the group.

3. THE NEWSLETTER & MONTHLY INFORMATION

The newsletter editor would welcome information about your group's activities for the newsletter. We appreciate this is not always possible but if your group has done anything different or exciting we would love to share it with our members. Write ups like this help to show that our u3a is vibrant and worth joining. The newsletter editor can be contacted via the website.

4 .MEETING ROOM

If your group requires a room in which to meet, you will need to find one. Give consideration to accessibility, parking and disabled toilets so that the group is open to as wide a group as possible. The Group leader section of the website has a list of potential venues. Bookings for all rooms should be made directly with the premises. When booking ensure you are made aware of the opening and closing procedures if applicable. Copies of invoices once paid should be kept and sent to the Treasurer on request.

5. MEMBERS FROM OTHER u3a's

u3a members from other u3a's can only be allowed to attend our Interest groups if there is room. Attendance should be allowed on the understanding that , if one of our own members wish to join an interest group which is deemed full, then the member from an outside u3a must be asked to vacate their place in favour of our member.

Non members from anywhere are not allowed to attend our interest groups

6. FINANCES

All interest groups must be self- financing so every member of the group should contribute towards the costs involved in running the group. You will need to collect sufficient funds to meet the invoices for room hire. If you are running a small group, you may need to collect a lump sum from each member at the start to build up a cash reserve. This will enable you to pay for the room should numbers attending one month be insufficient to meet the room hire cost.

Group leaders should not pay sums due by issuing their own cheque or paying on line through their own account unless approved by the members of the group and the Treasurer. A simple income and expenditure account should be presented after each trip.

Some Simple guidelines;

- 🕒 Never open a bank account.
- 🕒 Never apply for grants.
- 🕒 Avoid cash where possible but give a receipt if you have to take it.
- 🕒 If you do hold cash, ensure you do not exceed any limit laid down by your U3A and follow any guidelines for paying in cash.

- 🕒 Get receipts where possible when you hand money over.
- 🕒 Report to your Treasurer as regularly as requested.

7. PERSONAL DATA

The Group Leader should confirm with each group member that it is acceptable to share their email addresses with other members of the group. Personal details must never be shared with anyone outside of the group.

8. PETTY CASH

The committee has agreed to authorise each group leader to hold a maximum **of 2 months room costs**. Where a group leader holds more than this, they should seek advice from the Treasurer, who can be contacted via the website.

9 ACCOUNTING

A simple ledger/accounting sheet should be kept recording payments in by members and payments out.

10. GROUP CLOSURE

Should an interest group close, it is the responsibility of the Group Leader to return to the Treasurer any petty cash still held for the group.

Please remember that Interest groups belong to all group members and not just the group leader. The Group Co-ordinator and other Committee members are always there to help; just ask. We can be contacted via the website.

**The website address is;
u3asites.org.uk/scunthorpe/welcome**