

Summarised Spalding and District u3a Group Leader Handbook

This simple summary of the 8 page main u3a Group Leader Handbook is designed to hopefully remove any potential “mystique” and “complexity” within the main handbook that might scare aspirational Group Leaders/facilitators/Convenors off !! Obviously, the main handbook will have further details but in essence:

This applies to either a new group or taking over an existing group.

1. What is the purpose of the Group? Does it meet u3a objectives which are broadly to encourage and provide opportunities for learning, leisure pursuits, and creativity.
2. Who is it aimed at?
3. Does it need £? If so there are rules...
4. Do you need a risk assessment?
5. Meetings, when, where, how often?
6. Tasks to run the group – Register keeper? Room Booker? Refreshment Purchaser?
7. Accessibility considerations?
8. Communication methods?
9. Ground rules. Respect, commitment, and communication.
10. Keep Group Co-ordinator updated if things change
11. Make sure you have a membership list, and that it's up to date and on Beacon.
12. Policies & Procedures – see national website under the tab “advice” on www.u3a.org.uk
13. Record Attendance, have emergency contact phone numbers and ensure that there's at least 3 people with those numbers. Note having a person's phone number against their name does not breach GDPR.
14. Its good practice for the “Leader” to send out a reminder email prior to a meeting. Its equally good practice and respectful for members to respond.!
15. Non u3a members cannot attend taster sessions, mainly due to insurance reasons, however if you are meeting in a public place e.g. a church or restaurant then people can be made welcome. (And maybe persuaded to join?)
16. If members stop, try and find out why?
17. Trips, Outings and Special Events. See guidance from those who have done such organising before.
18. If there are “issues” with people, don't leave it to go away, it won't. Seek advice, sooner rather than later.
19. Think about succession planning, sooner rather than later. Have an Exit strategy in place perhaps when you start! Maybe a “deputy”?
20. Accidents and incidents: They happen. There is a process. Tell the Group Co-ordinator or a Committee Member as soon as possible. Forms are available on our website or contact the Group Leader or Chair.
21. Equipment and Resources. Ask before buying. Our u3a does have some equipment that can be borrowed.
22. National Office has all sorts of resources that can be borrowed too.

If you need more information there are ideas in the main GL Handbook or just ask?