

## New Groups General Guidance

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These notes have been put together to offer some general support for members forming a new group.

### **New Groups Coordinator**

Geoffrey Morrison the New Groups Coordinator is responsible for setting up new groups.

### **Groups Coordinator**

Sue Richardson is the main contact for supporting all groups. Sue is responsible for sending out the generic group emails, arranging the annual group leaders' lunch and coordinating the centralized group waiting list.

### **Running a Group**

It is a good idea to decide on how many members to have in the group. You don't want it to get too big for your venue but bear in mind that not every member will turn up at every session / activity.

You will be responsible for coordinating the group and keeping members informed.

You will be responsible for maintaining a list of all the group members. We suggest you ask the members to provide you with up to date contact details i.e. phone numbers, email addresses. It would be useful also if you could ask if they have any objection to their photograph being taken for publishing on the Website, Link and Posters.

It is useful to keep a register of the members who have attended your meeting and if a member does not attend for three consecutive months without an apology, you should inform them that you will be taking them off as a member and deleting all their personal details unless they come back to you with a valid reason for not taking part in the group.

### **Group Information**

The New Groups Coordinator will help you to put information together for:

- **Website**
  - Name of your group
  - How often you meet, day and time

- Location
- Cost if applicable
- Group Leader(s) names
  - NB:** The website needs an email address (this address is hidden from people viewing the web page) to enable group enquiries to be forwarded to the right person
- Information about the group's activities
- **Link Newsletter**
  - Name of your group
  - How often you meet, day and time
  - Group Leader(s) contact details
- **Poster**
  - Name of your group
  - How often you meet, day and time
  - Group Leader(s) contact details
  - Brief information about the group's activities
- **Promoting your Group**
  - **Monthly meetings:** The New Groups Coordinator will help you promote the group and organize the sign-up sheets
  - **Website:** It will be promoted on the Seeking New Members and Proposed New Groups page
  - **Link:** It will be promoted on the New and Proposed New Groups page

### **Group Sharing**

If you are struggling for members why not open up your group through the East Herts Cluster Agreement (Group Sharing Agreement). Contact Sue Richardson, Groups Coordinator for more information.

### **Group Email**

It is highly recommended that you set up a generic email address for communicating with your members, publishing on the Website, Link and Posters i.e. (name of group).wareu3a@gmail.com

When sending out group emails can you please:

**Bcc** – Ensure that you use this option to keep your members' email addresses private

**Subject** - Include a brief heading Ware U3A (Group Name)

### **Group Changes**

If any details of the group change you will need to let the Groups Coordinator, the Website Administrator and Link Editors know via email.

### **Group Enquiries**

If you decide that you can't take any more members and you have an enquiry from a Ware U3A member to join can you please take their contact details explaining that you will be passing these details to a centralized waiting list. Once there is sufficient demand to start another group we will try to start one up.

### **Health Questionnaire**

If your group members carry out physical activities it is advisable to get everybody to fill out the Ware U3A health questionnaire. You will find a copy of the form on the website.

### **Accidents**

In the event of an accident of a group member during an activity, you will need to fill in an accident report form and forward it to the Secretary / Group Coordinator. You will find a copy of the form on the website.

### **Group Finances**

Please note that all groups are self-financing. If you take money for an event, deposit or tickets a list of payments should be kept. If the group ends up with a surplus a simple spreadsheet should be kept.

### **Ware U3A Equipment**

Ware U3A has a laptop and projector available for groups to use. If you would like to use the equipment visit the website for more information.

### **Additional Information**

It is the group leader's responsibility to ensure that all group members are fully paid up members of Ware U3A for insurance purposes (Public Liability Insurance). The U3A is not covered for personal injury insurance. You must ask your members to show you their membership card every year to ensure they have renewed their membership.

We suggest that you occasionally visit the Group Leaders guidance page for any updates, useful documents, support and advice.