

Group Admin. Tasks

Register. All groups are asked to keep a register of members attending each meeting. This helps to monitor a group's capacity as to whether we need to start a second group on the same subject. You will be asked to complete a data return once per year about the members of your group.

Waiting Lists. If your group becomes full please keep a waiting list. When there are a few names on the list let the Groups' Coordinators know so that an additional group on the same subject might be formed. Please also inform the Group Coordinators of any changes to meeting times and leadership so records can be kept up to date

In Case of Emergency Please ask each member of your group to carry this information with them either in the form of the Next of Kin card (NOK) they will have been issued with or by entering the information on to their mobile phone (See Noticeboard of our website for instructions on how to do this.) The next of Kin Cards are available at the Monthly Meetings from the Membership Secretary.

Convenor Meetings. You will be invited to an annual convenor meeting organised by the Groups' Coordinators. This gives the opportunity of meeting other convenors, members of the committee and to discuss any problems and make suggestions.

The Monthly Meeting. You will be aware of the overhead information screen – the **Monthly Meeting Screen**. About one week before the monthly meeting, convenors are contacted by email by the member who keeps the screen updated to be sure the information displayed for their group is accurate. The Monthly Meeting screen person can be contacted on monthlymeeting@wendoveru3a.org.uk

To Speak or Not to Speak? The Monthly Meeting screen was developed to reduce the number of announcements by convenors to enable a sufficient length of time for the coffee break. As well as being a social time for members, the break provides the opportunity to sign up to the events organised by Group Convenors, the Travel Team etc. An idea for a new group, a last minute change in arrangements for an outing or a change to the normal group meeting might be reasons to make an announcement. The Chairman or the Group Coordinators can advise. Please contact them if you wish to speak.

Group Display Boards at the Monthly meeting are available to advertise activities of existing groups or advertise the setting up of a new group. All convenors are welcome to use these boards. Contact the Groups' Coordinators. The Parking Lot is available for suggestions on the Groups' Board.