

## Wendover U3A – Convenors' Toolkit 2018



[www.u3a.sites.org.uk](http://www.u3a.sites.org.uk)

Hopefully most of your immediate questions about being a convenor will be answered in the document that follows but if not, please contact the Groups' Coordinator or indeed any member of the committee.

*The Committee can be contacted via:  
The Contacts Page of the Web site,  
By phone from your Wendover U3A programme,  
Or at any Main Meeting.*

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## **Group Convenors – Introduction.**

Groups are the very heart of a U3A and Wendover U3A is no exception.

We are all volunteers so it is important that members of your group support you in your role. In particular you may very well not be able to be at every group meeting so it really is a good idea to have a Deputy. There is absolutely no reason why one person should do all the work; that is not the ethos of the U3A movement.

Not all the information in this Toolkit will apply to every group but financial recording and any booking venue guidelines do need to be followed to ensure that your activities are covered by U3A Insurance.

Each Group is autonomous, but if problems arise both the Committee and in particular the Groups' Coordinator are available for support and advice. *As page 1.*

### **Starting Off – First Meeting.**

- **Venue?** Where is the best place for the initial meeting – house or hired hall? The size of the initial group will probably determine this or you may feel a neutral venue would be the more appropriate for a first meeting. It is also important to consider the needs of any member who may have any special needs e.g. access to a ground floor venue
- Decide on the frequency the group wants to meet.
- What do members want to see included in the meetings ahead? Maybe work towards a short description of what the group hopes to do and how they hope to do it. Discussions? Outings? Skills teaching? Shared presentations? Practical sessions? Each subject lends it to different approaches and methods adopted will clearly relate to the interests and existing skills in the group.
- What knowledge and experience is there within the group and how can that bank of knowledge be used? If there is little or no obvious experience then perhaps the group will want to invite others who have the experience to join them to get the group going.