

Wendover U3A – Convenors' Toolkit 2019



www.u3a.sites.org.uk

Hopefully most of your immediate questions about being a convenor will be answered in the Toolkit that follows but if not, please contact the Groups' Coordinators 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.*

Executive Officers*	Email
Chairman*& Webmaster	chairman@wendoveru3a.org.uk
Secretary*	secretary@wendoveru3a.org.uk
Treasurer*	treasurer@wendoveru3a.org.uk
Database Controller	database@wendoveru3a.org.uk
Groups' Coordinators	groups@wendoveru3a.org.uk
Membership Secretary	membership@wendoveru3a.org.uk
Newsletter	newsletter@wendoveru3a.org.uk
Accessibility	accessibility@wendoveru3a.org.uk

***I hope you will enjoy being a Convenor and we look forward to linking with you.
Groups' Coordinators.***

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These chapters can be viewed on the Wendover U3A website - Groups Page - Convenors

Introduction.

Group Convenors

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' Coordinators are available for support and advice.

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. See <https://u3asites.org.uk/files/w/wendover/docs/localvenuesforhire.pdf>

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? The focus of each group will lend itself 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.