

Group Leaders – A Summary of the Role

The u3a organisation is run by its members; because of this, the interest groups depend on willing volunteers to administer and organise the activities. This short document gives a brief description of a Group Leader's role. There is a Group Leader's Pack available, which gives more details, but hopefully this summary gives a flavour of the responsibilities and expectations to any prospective volunteers.

Many groups are already up and running, but due to varied reasons, the current leader is no longer able to continue in that role. If you were considering taking a group over, the general content of the activity would already have been decided, so it is a case of carrying it on. If it is a new group, the set up such as content, where and when the group will meet, how costs will be covered etc., will be undertaken by the new leader, in consultation with the potential new members of the group.

Ongoing responsibilities of a leader include:

- Sending out details of the next meeting/event etc in advance, booking the room, organising fee collection.
- Checking attendees are members via use of a sign in sheet. A template sign-in sheet is available in the Leaders Pack.
- For outdoor activities, check that all attendees have submitted an information form in case of emergencies
- Communicating any last minute changes to the next meeting/event to all attendees/members.
- Advertising group activities via the newsletter and newsreel editors and the website administrator.

Help and support is offered by the committee, other group leaders and members; no-one is expected to have too much of an onerous job. Also, a number of groups have more than one leader, to spread the work.