



Witney u3a: Guidelines for New Group Leaders

Thank you for suggesting a new group. Interest Groups are at the centre of the u3a.

Here is some information for you to help you start your group.

Setting up a group.

- Tell the Groups' Co-ordinator you would like to set up a group. The Groups' Co-ordinator can be contacted via the website on the Contacts page.
- Give your group a name and write a brief description of it. The Groups' Co-ordinator will advertise your group to members on the website, through the Newsletter and at Speaker Meetings.
- The Groups' Co-ordinator will take enquiries and convene a meeting of potential group members.
- At this meeting, you can discuss and plan with the help of the Co-ordinator:
 - Times and dates. See our website for the least busy times. Consider evenings or weekends for those working part time.
 - Who will do what. Consider having a Co-Leader.
 - Any resources needed.
 - Venue. Many groups meet in each other's homes. If you need a larger space, the Groups' Co-ordinator can advise. Arrange how you would make any payments.
 - Outline format and content for sessions.
 - Minimum/maximum numbers.
 - How member contact details will be taken and stored on the Beacon system.
- The Groups Co-ordinator will be available to provide ongoing support.

What next?

- The Groups' Co-ordinator will encourage you to create a list of members on Beacon, our administration system. If you use your personal computer, make sure the data is secure.
- The Groups' Co-ordinator will encourage you to write a page for your Group on the website.
- After you have been meeting for a few weeks, the Groups' Co-ordinator will contact you to see how you are getting on and will give you Guidelines for established Group Leaders.

*If any of the above seems daunting, not to worry!
Take it step by step with the Groups' Co-ordinator to support you.
Thank you. Good luck!*

ADDITIONAL INFORMATION YOU MIGHT FIND USEFUL

Support from the Committee

- All **Committee members** can be reached through Contacts on our website. The **Secretary** can be phoned on 07732 597087 or emailed on: infowitneyu3a@gmail.com
- The **Groups Co-ordinator** will introduce members interested in joining your group and advise on any matters relating to running of the group. In their absence, contact the Chair.
- The **Beacon Administrator** will support you to use Beacon or can input your information for you.
- The **Website Administrator** will support you to write your page on the Groups page or can input your information for you.
- The **Publicity team** will publicise your Group for you online, in print, at Speaker Meetings and to new members.
- The **Treasurer** will work with you to manage income and expenditure for any visits and outings and your Annual Return.

National u3a Support and Resources.

N.B. for all u3a addresses, you need to log in to the u3a site first.

- **Interest Groups Matter.** An outline of Group Leader roles: <https://www.u3a.org.uk/advice/interest-groups-matter/515-interest-groups-matter-u3a-kms-doc-023>
- **National Newsletter.** Full of updates of u3a at national level. Sign up on: <https://www.u3a.org.uk/newsletter>
- **Resource Centre.** Loans learning materials: <https://www.u3a.org.uk/resources>
- **Subject Advisers.** u3a members who are specialists in their subjects ready to share ideas for learning: <https://www.u3a.org.uk/learning/subjects>
- **Summer Schools.** Week long residential courses, usually on university campuses covering a range of subjects. Check: <https://u3a.org.uk/events> for when these will be running.

Keeping it Legal and Financial Matters

- **Insurance cover:** <https://www.u3a.org.uk/advice/keeping-it-legal/521-insurance-faqs-u3a-kms-doc-021>
- **Data Protection.** The principles are- informing group members what their information will be used for, how their information will be held, how they can withdraw their consent. gaining written/email consent to hold their information. Full details: <https://www.u3a.org.uk/advice/keeping-it-legal/522-data-protection-policy-template-u3a-kms-doc-053>
- **Health and Safety.** See Risk Assessment checklists and Walk Leader checklist: <https://www.u3a.org.uk/advice/risk-assessments>
- **Licences and Permissions.** Witney u3a pay an annual fee to the National Office licence to cover copying or re-using digital and printed text material up to 5% of the total. Audio visual and music are also covered. See: <https://www.u3a.org.uk/advice/keeping-it-legal/623-copyright-u3a-kms-doc-009>
The exceptions can be maps, newspapers and some printed music: <https://www.cla.co.uk/excluded-works>
<https://www.pml.org.uk/licences/amateur-choir-licence/>
- **Local Authority Mileage allowance.** Car usage currently 45p per mile: <https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances/travel-mileage-and-fuel-rates-and-allowances>

