

## **Witney u3a – Guidelines for Group Leaders**

Thank you for leading your group. Interest groups are at the centre of u3a and your role is invaluable.

It is strongly advised that you use the Beacon online system for the day to day running of your group.

### **Members of the group**

- Please remind members of the group that they need to be paid up members of u3a. This is essential for our insurance cover. You can check their membership with the Group Coordinator, or on beacon.
- Get member's permission before taking or publishing any group photos.
- When possible, use Beacon to add or delete members of the group and send out emails.
- Check members can safely access your meeting place. Use the risk assessment checklist.
- If anyone needs a lift for outings and visits, any payment will be a private arrangement. The guidelines are to use the Current Local Authority Mileage Allowance.

### **Sharing responsibility for your Group**

- Consider asking other members of the group to be Co-Leaders. They can help with any administration and cover for you when you are away or ill. The group should not stop, if you are not there.
- Try to involve all members in the planning and running of the group and the sharing of ideas.

### **Thinking Ahead**

- If your group becomes too big in numbers, or for the space available, inform the Group Coordinator team.
- If your group is too small, ask the Group Coordinator team to advertise for additional members.

### **Finance and Licences**

- Any expenses relating to the group are shared between the group members.
- Each group is responsible for their own finances and an ongoing record of cash collected and spent, should be kept. Cash collected from group members, should be recorded along with the group member's name. Any cash that is paid out should be recorded, with receipts and invoices kept.
- If the group is struggling to cover the group rental fees, you should contact the Group Coordinator.
- The group should not build up a large surplus of funds (a max of £200 is advised). If this happens the fees should be reduced or a free week given.
- If a group cannot raise the funds from members to cover a large purchase that is needed to continue the group, they should put this in writing to the committee.
- If a group does close, any funds that are held are passed to the Social Account Treasurer.
- The Social Account Treasurer will require an end of year balance from each group for u3a records, even if the balance is nil
- Check any copying of materials is covered by the u3a's CLA licence. See additional information.

## Outings and Walks

- . Take an accurate list of every member on any trip. Make sure that everyone carries an emergency information card, these are available at speaker meetings. Be aware of any risks and check accessibility. See additional information.

## Dates for your Diary

- . **Ongoing** : Send any changes to the group, to the Group coordinator team.  
Send any revised text and photos for your Groups website page, to the Webmaster
- . **April**: send details of your annual accounts to the Social Account Treasurer. Even if none, make a nil return.
- . **May**: Group leaders' Meeting. A chance to meet other group leaders and share experiences.
- . **September**: Witney u3a Open Day where you and your group can showcase your group activities.

## Support from the Committee

- . **All Committee members** can be reached through Contact on our website, or emailed on: [infowitneyu3a@gmail.com](mailto:infowitneyu3a@gmail.com)
- . **The Group Coordinator Team** will introduce members interested in joining your group and advise on any matters relating to the running of the group, including small finance issues. They will put information advertising your group, onto Beacon, at speaker meetings, or on the website for you.
- . **The Beacon Administrator** will support you to use Beacon.
- . **The Website Administrator** will support you to write your group information for the website.
- . **The Publicity Team** will publicise your group in the media.
- . **The Social Account Treasurer** is available to manage the end of year returns. They are not available to manage any outings/trips that your group might organise.

## National u3a Support and Resources. NB you need to log in to the u3a site first.

- . **Interest Groups Matter.** An outline of Group Leader roles: [www.u3a.org.uk/advice/interest-groups-matter/515-interest-groups-mattwr-u3a-kms-doc-023](http://www.u3a.org.uk/advice/interest-groups-matter/515-interest-groups-mattwr-u3a-kms-doc-023)
- . **National Newsletter:** [www.u3a.org.uk/newsletter](http://www.u3a.org.uk/newsletter)
- . **Resource Centre.** Loans learning materials: [www.u3a.org.uk/resources](http://www.u3a.org.uk/resources)
- . **Subject Advisers.** u3a members who are specialists in their subjects, ready to share ideas for learning: [www.u3a.org.uk/learning/subjects](http://www.u3a.org.uk/learning/subjects).
- . **Summer Schools.** Week long residential courses: [www.u3a.org.uk/events](http://www.u3a.org.uk/events)
- . **Insurance Cover:**  
[www.u3a.org.uk/advice/keeping-it-legal/521-insurance-faqs-u3a-kms-doc-021](http://www.u3a.org.uk/advice/keeping-it-legal/521-insurance-faqs-u3a-kms-doc-021)
- . **Data Protection:**  
[www.u3a.org.uk/keeping-it-legal/522-data-protection-policy-template-u3a-kms-doc-053](http://www.u3a.org.uk/keeping-it-legal/522-data-protection-policy-template-u3a-kms-doc-053)
- . **Health and Safety:** [www.u3a.org.uk/advice/risk-assessments](http://www.u3a.org.uk/advice/risk-assessments)
- . **Licences and Permissions:** [www.u3a.org.uk/advice/keeping-it-legal/623-copyright-u3a-kms-doc-009](http://www.u3a.org.uk/advice/keeping-it-legal/623-copyright-u3a-kms-doc-009)