## Tasks and responsibilities

Whatever the subject, leading any group usually involves several tasks which have to be carried out to make the group happen and keep it running successfully. These include:

* Providing accurate information about your group to those responsible for maintaining the u3a’s groups programme, web site and Beacon database;

* Booking venues and ensuring accurate invoices are passed to the u3aTreasurer for payment;

* Ensuring your venue is safe and appropriate for the group’s needs. If it is not, then arranging alternative accommodation for group meetings;

* Promoting your group to members and ensuring those interested are welcome and able to join and take a full part in meetings and activities;

* Ensuring appropriate adjustments are made for any members’ disabilities or additional needs so that all members may take as full and an active part in the group as they wish. Please contact the Accessibility and Inclusion Secretary for further information and advice;

* Maintaining accurate registers of members attending group meetings, ensuring only current u3a members attend, identifying non-attenders and, where appropriate, maintaining accurate waiting lists and ensuring that those on the waiting list can join your group should vacancies arise.

* Communicating with members to ensure they are up to date with group activities and are aware of any changes or special requirements;

* Encouraging members to be fully involved in the activities of the group and the wider u3a, in keeping with the u3a’s self-help philosophy.
* Supporting the Annual Groups Fair event and other u3a membership building opportunities (coffee mornings, Worcester Show …etc)