

Getting a Group started in Worcester U3A

1. Contact the Groups' Coordinator and run your idea past them.
2. Assess interest in your proposed group. You may already have a ready-made group of people you know in the U3A , it is also a good idea to ask the Groups' Coordinator to publicise your idea in the Newsletter and on the Group News webpage.
3. Once you have six people interested you have enough to proceed further.
4. Consider the practicalities of day, time and place. You may wish to seek the views of your potential group members about day and time. It will also be useful to check for possible clashes with similar groups on the Group Programme.
5. Please don't clash with Main Meetings which are held on alternate Wednesday afternoons, details of dates are available on the website.
6. Groups usually meet fortnightly for a maximum of 16 sessions.
7. If a group is likely to be small then a member's home is probably the best venue but Worcester U3A will pay for a venue for 16 sessions per year. The Groups Programme gives details of the venues that existing groups are using but there may be other possibilities. It is the group leader's responsibility to book the venue but the Groups' Coordinator can advise you on this before you proceed. A Booking Form is available for use by all Group Leaders.
8. Once the venue, day and time are fixed your group can be included in the Groups programme and in the Group List on the website.
9. As your group's activities will be covered by U3A insurance there is a certain amount of paperwork. The leader should keep an attendance register of members for each meeting. There will be Registers check carried out by the Group Coordinator each Autumn.
10. Group leaders are encouraged to use the Beacon administration system particularly if they regularly email their group members. The Groups Coordinator can offer advice on using this program..
11. Please read the Group Leaders' Handbook available on the website.
12. The administrative load can be reduced by having two group leaders.

If you have any further questions please contact the Groups' Coordinator, **Adie Ditchburn**. or the Assistant Groups' Coordinator, **Jane Long**