

## Wrekin U3A

### GUIDANCE FOR GROUP LEADERS (issued February 2013)

The intention of this Guidance sheet is to bring together in one document all relevant information for group leaders. This guidance reflects the Advice of the Third Age Trust and the requirements of Wrekin U3A.

Where you require clarification please contact the Groups' Co-ordinator or Treasurer.

#### When it is agreed that accommodation for Group will be hired

- If you are responsible for selecting a suitable venue make sure you consult the Risk Assessment Checklist and Advice Sheet (available from the Groups Co-ordinator).
- Details of Room Hire have to be agreed with the Groups Co-ordinator and the Committee. You cannot commit Wrekin U3A to any contract, and this includes room hire.
- When you arrive use the Venue/Day of Use checklist to reassure yourself that everything is in place and as it should be. If you have any safety concerns **do not continue** if they cannot be resolved to your satisfaction.
- The costs of room hire must be fully financed by Group Members.

#### Your members

- Ask your members to provide you with contact details i.e. telephone numbers /email addresses.
- Ensure everybody attending is a member of Wrekin U3A. Maintain a register of attendance
- Only members of Wrekin U3A are allowed to attend Group meetings.
- If a member stops coming to group meetings try to find out why.

#### Problems

- In the case of an accident complete an accident form, available from the Groups Co-ordinator, and include details of witnesses.
- If emergency first aid is required follow the recommendations on advice sheet 2 (which is available from the Groups Co-ordinator) and if you have a smart phone it may be useful to download a free First Aid App from the Red Cross.
- Remember personal accident insurance cover is **not** provided by The Third Age Trust.
- If damage is caused to property by a member of the group, take full details, as it may in future be the subject of an insurance claim.
- Should you have a difficult member whose behaviour is impacting on other members of the group contact the Groups Co-ordinator for help.
- If you have a serious problem at a meeting, it is quite acceptable to ask a member to leave but contact your Groups' Co-ordinator as soon as possible after the end of the meeting.
- If you have a member who is not able to cope independently, inform the Groups' Co-ordinator.

### **Self –financing groups**

- Payments for Refreshments – 25p per cup will be controlled by the Group Leader.
- You are not authorised to open a bank account for U3A monies.
- Any payments by members should be controlled and banked as instructed by the Treasurer. Never pay members' money into your personal bank account.
- Give receipts and avoid cash where possible.
- If you do hold cash, ensure you do not exceed any limit agreed with the Treasurer. Follow agreed guidelines for banking cash.
- Get receipts where possible when you hand money over. Payments for events will be made as agreed with the Treasurer.
- Any free or reduced price entrance tickets are for use by the group leader, otherwise the benefit must be shared equally by participating group members
- Submit reports as requested by the Treasurer.

### **Group organisation**

- Make sure you give sufficient information for group members to make an informed choice as to whether they wish to participate and then let them decide.
- Remind members if you are doing a physically active subject that they undertake it at their own risk.
- If you are leading walks, have a look at the Walk Leader checklist. (Copy from Groups Co-ordinator)
- If appropriate to your activity have a copy of Third Age Trust Advice Sheet 10 Licences which covers photocopying, recorded music, dvds/videos and performance. This is available from the Groups Co-ordinator.
- Delegate, where you can, within the group and spread the load.
- Use the resources available from the Third Age Trust - refer to the Groups Co-ordinator

### **Other information which the Groups Co-ordinator can provide**

- Insurance – details of the cover provided for Group leaders
- Interest groups – organisation and development options
- Resources & support – there is a wide variety of resources and support available to Group Leaders

### **Finally, never forget that**

Whatever happens you are fully protected by the liability insurance policy provided by the Third Age Trust.

**You are the life blood Group of our U3A - without you there wouldn't be one!**

**So on behalf of the Wrekin U3A – thank you.**