

A VERY WARM WELCOME
TO

TETBURY & DISTRICT U3A
TEAM OF GROUP LEADERS

ENCLOSED IN THIS PACK IS
INFORMATION AND USEFUL REFERENCES
TO HELP YOU GET YOUR GROUP UP
AND RUNNING

MAY THIS BE THE START OF
SOMETHING GOOD AND ENJOYABLE

IT REALLY IS VERY SIMPLE
AND EASY TO FACILITATE A GROUP.
YOU HAVE LOTS OF BACK UP AND SUPPORT
IF YOU NEED IT

TETBURY & DISTRICT U3A
VALUES YOUR SUPPORT.
WITH OUT YOU
WE WOULDN'T HAVE ANY GROUPS.
GOOD LUCK



The first steps to forming a new group

- 1) Agree the development of any new group with the Groups Coordinator and U3A Committee.
- 2) Find out if there is interest from the members by informal discussions e.g. at monthly meetings.
- 3) Consider what you can contribute. Decide what the aims of the group are and what members can learn and achieve.
- 4) Either find an existing national subject adviser* who can support you with ideas for the development of the group by checking on the national website www.u3a.org.uk
Or alternatively and additionally contact neighbouring U3As to see if they have a similar subject group. Talk to their group leader to get first-hand knowledge. Perhaps ask if you could sit in on a group meeting with them. Remember a person may have 2 trial visits to a group before they must become a member.
- 5) Identify if your group's activities need a risk assessment. If you're unsure or want further advice speak with your Groups Coordinator*, Committee* or National Office*. They can advise you. You may want to note each group members ICE contact details or at least be aware they are carrying details in their phone or pocket. The details are also on our Beacon membership database.
- 6) Generate interest by promoting your group using as many different methods as possible. Design a flyer or poster. Include it in the Tetbury & District U3A Newsletter*, circulate it to existing U3A groups and around Tetbury Town and District. Publicise it on our website:
www.tetburyu3a.org.uk
The more methods you use, the more successful you are likely to be.
- 7) Identify what you want to achieve at your first meeting
- 8) Organise and publicise the time and place of your initial meeting. (See 6)
- 9) Data protection. As a Group leader you will get training to use Beacon: our secure membership database. Through Beacon you can access members details and email potential members of your interest group securely. When initially emailing members it is good practice to put addresses in bcc (blind copies). In this way members do not see other members addresses until all have given their consent to it. Any members details different from that recorded on Beacon please report back to the Membership Secretary*

The first meeting

(These are a few things we recommend you do at the first meeting but it's all up to the Group.

They are taken from the 'Hand Book for Group Leaders' on the national U3A website: www.u3a.org.uk)

- Introduce yourself to the group and allow members to introduce themselves.
- State the outline, purposes and aims of the group as you see it.
- Ask members for their thoughts and ideas. Find out their skills and knowledge of the subject.
Remember successful groups are those where all members participate in decision making.
- Agree tasks needed to run the group and enlist people willing to do them.
e.g. keep the register, fill in the log book or help organise the refreshments.
- If relevant, agree the level the group is aimed at: Beginners, Improver's, Advanced.
- Agree how the group will work: Discussion, Instruction, and Presentation etc.
- Agree when, where and how often the group will meet and update the webmaster.*
- Identify any accessibility needs group members may have. Refer to the U3APlus website for advice and guidance www.u3a.org.uk
- Agree costs for running the group and how much members will pay. Remember each group must be self-financing. Small expenses for venues, postage, telephone calls, and photocopying may be recovered from the group. Members providing refreshments may require reimbursement. If trips and travel are being organised extra guidelines are available at www.u3a.org.uk
- Never open a U3A bank account or put members money into your personal bank account. Always keep receipts. Speak to Tetbury & District U3A Treasurer* to find out how monies should be collected and accounted for.
- Discuss how group members will contact each other and gain their consent to their details being circulated.
- Agree some ground rules e.g.
 - Be punctual and let someone know if you cannot attend
 - Listen to each other. Allow all to have their say.
 - Agree to disagree amicably and be respectful to other group members
 - Have patience with and encourage those who are slower to learn, every contribution matters.
- Feed back what was agreed at the first meeting to your Groups Coordinator to formalise arrangements. Photos and reports of activities are useful publicity. So do contact the Newsletter Committee Member.*

It is recommended each group keep a LOG BOOK including some of the following notes

- A Statement of the group's agreed aims and intentions.
- Group members' names, membership numbers, and contact details. Record each members consent to contact details being circulated to the group.
- Venue, dates, times, and costs of meetings and register of who came.
- Simple account of money in and out. Individual items of capital expenditure of over £50 MUST be approved by the committee and will remain the property of Tetbury and District U3A.
- Materials and support used and available
- Local information
- Record any accidents or incidents and report back to group coordinator or committee.

References

N B Electronically web addresses are live links.

Stars* throughout the text above refers to support and committee contacts as below.

Committee Role	Email address	Duties
Membership Secretary	membership@tetburyu3a.org.uk	Membership data entry into Beacon
Groups coordinator	groups@tetburyu3a.org.uk	Group Leader help and support
Treasurer	treasurer@tetburyu3a.org.uk	Accounts and money handling advice
Newsletter Editor and Publicity Team	newsletter@tetburyu3a.org.uk	Publicity
Chair	chair@tetburyu3a.org.uk	General Policy
Minutes Secretary	minutes@tetburyu3a.org.uk	Committee Meeting Minutes
Speakers Secretary	speakers@tetburyu3a.org.uk	Booking Speakers
Business Secretary	businesssec@tetburyu3a.org.uk	Business and policy
Webmaster and Beacon	webmaster@tetburyu3a.org.uk	Web site and Beacon database administration

Venue	Cost	Parking	Catering	Notes	Contact
Goods Shed main hall	£75 for 3 Hours Wed/Fri am only	Good	Self-catering No kitchen cafe	180 Max	Kathryn Limou 01666 505496
Railway carriage	Discuss	Good	Cafe only	2 options	As above
Dolphins Hall	£18 per hour	Limited	Self-catering Kitchen		Town Hall
Greyhound	£10 per hour	Street	Bar		Matt 01666 504999
Royal Oak	Free	Good	Bar	Central table and chairs	Gemma 01666 500021
Snooty Fox	£25 per hour	Street	Bar	5-10 comfortable	Scott 01666 502436
The Old Malt House	£8.50 per hour	Good	Self-catering Kitchen	Poor access for the less-abled	Mike Johnson tetburymalthouse@gmail.com
Christchurch Hall Two rooms	To be discussed	Good	Self-catering Kitchen	10 small tables	Brian/Sue cook 01454 238222
St. Michael's Church Hall	£10 per hour	Street	Self-catering Kitchen	Some tables	Elaine 01666 502367
The Priory	£49 per session am or pm	Own car park	Bar	No tables	Luke 01666 502251
Tesco training room	Free	Plenty of car parking	Tea/coffee making facilities	Limited availability	Ring Matt to arrange use 03456779667