

# Tetbury and District



## GROUP LEADERS' GUIDELINES AND INFORMATION

Local Tetbury website – <https://tetburyu3a.org.uk/>

National website – <https://u3a.org.uk>

### **TO FORM A NEW GROUP**

1. Agree the development of a new group with Groups Coordinator.
2. Find out if there is interest in a new group – by discussion with members, at monthly meetings and on the Tetbury and District u3a website.
3. Consider the aims of the group and how you can contribute.
4. Assistance may be sought from National u3a website and other local groups.
5. Identify whether your group will need a risk assessment, eg accessibility, Covid restrictions, safety, etc. Groups Coordinator, committee and National website can advise.

### **CALLING AND HOLDING AN INITIAL MEETING**

1. All Tetbury and District members should be invited to the initial meeting, speak to the Groups Coordinator to send a short email. Include date, time and place.
2. Publicise your group at monthly meetings, on the Tetbury u3a website and in the newsletter. Include the aims of the group.
3. Decide what you hope to achieve at the first meeting; prepare a short agenda of topics the group should discuss.
4. Check attendees are members of Tetbury & District u3a. Non-members may attend 2 meetings before they must join.
5. Introduce yourself and let members introduce themselves.
6. You will need a log book, to record items discussed, attendance and costs/payments.
7. Decide who will perform tasks; refreshments, keep simple accounts for the treasurer, run the group, etc.
8. Record names of members who are willing to share contact details with the rest of the group – and by phone and/or email.
9. Consider accessibility for all members.
10. Decide frequency of meetings.
11. Agree some ground rules eg
  - a. Be punctual
  - b. Listen to each other
  - c. Have patience and let all have their say
  - d. Treat all members with respect

## **RUNNING YOUR GROUP**

1. Contact Beacon support officer on the committee for training on the use of Beacon to input members' names and for you to contact them by email.
2. Publicise decisions made at the initial meeting and future decisions to all your group members.
3. Update Tetbury & District u3a website regularly; to keep all groups' details current; dates, times and venues of meetings and a synopsis of your groups' format and aspirations. Go to 'website, then 'Groups' – 'update' boxes. Webmaster will check then update.
4. Keep this group information up to date to advise new members.
5. Inform the groups coordinator if your group is full and you have a waiting list – maybe a second group can be formed. Similarly, should you need more members ask the committee to help publicise your group.
6. Send information to the News Bulletin Officer as frequently as is reasonable to keep other u3a members updated on your group's activities. Also photos of your group's activities to the webmaster for inclusion on the website.

## **DATA PROTECTION**

1. Check with all members that they are happy to share their email and/or phone numbers with other members of the group
2. Group leaders will receive Beacon training from the webmaster to enable them to email their group. Members cannot see each other's contact details.
3. Should you wish to email members outside Beacon, send as BCC.
4. If appropriate, note each members' ICE (in case of emergency) details.
5. Any discrepancies in members' details, please inform membership secretary.

## **FINANCIAL**

1. All groups must be self-funding.
2. Small expenses for venues, postage, log book, photocopying, etc may be recovered from the group.
3. Members providing refreshment may be reimbursed.
4. Keep a simple in and out account of your group and share with the treasurer 6 - monthly. Keep receipts.
5. Never open a bank account or put members' money into your personal account.
6. If more expensive items or trips over £50 are planned, speak to the Treasurer. Capital items over £50 remain the property of Tetbury and District u3a.

## **USEFUL INFORMATION**

Committee members' contact details and venues which may be used for meetings may be found on the Tetbury and District u3a website.

Please let the groups coordinator know if you have any other venues which could be added.

**THANK YOU** for offering to be a group leader. Without you there would be no groups!