

## Guide lines for U3A Group Leaders (2019)

- 1** These brief notes are intended to encourage you to lead a group. **Comprehensive Advice Sheets on: Day / Field Trips, Longer Excursions, Financial Arrangements for Travel / Visits, Insurance, etc. are on the Malvern U3A website**
- 2** If you are thinking of becoming a Group Leader do not be put off. It is not difficult and need not be very time consuming and can be very rewarding. However there are some things you must do.
- 3** When members sign up for a group they are giving consent to you keeping their contact details **securely** thus enabling you to contact them as and when necessary. It is important that they do actually sign the appropriate form thus conforming to the General Data Protection Regulation (2018) and equally important that you do not pass these details on.
- 4** **Please give your e-mail address to the Groups Co-ordinator**, or appoint a member of your group to be the e-mail contact point, giving his/her **e-mail address**, as an alternative, to the Groups Co-ordinator
- 5** You can contact the Venues Co-ordinator, who will suggest a room for your meeting if you do not wish to use your house. Be welcoming to potential new members and try to avoid the situation where your group is full. If it gets too large to fit into your venue, try to discuss with the Chairman / Groups' Co-ordinator to discuss how you could split the group or change the venue.
- 6** If a waiting list develops do let the Groups' Co-ordinator know so he/she is aware of the demand.
- 7** Ideally at your **first** meeting, ask to see all membership cards and take a note of the numbers. Please then pass this list on to the Web Manager so that we can confirm that their membership is up to date. This is important, as all attending should be covered by the **U3A insurance**. with its Public Liability provision. You need not send their names etc.
- 8** A Non-member may attend one group meeting as a visitor.
- 9** At every meeting in a public venue please collect £1 per head from all attendees. Please let them know that you are not pocketing this but passing it on to the Treasurer! You may pay this directly into the **Malvern U3A account: Sort code 30-95-41, acc. no. 01304042, or send a cheque to the treasurer, payable to Malvern U3A**
- 10** Please keep a register of the date and number of attendees for each time you meet. There is a very simple form on the website for this. This will make your life much easier when you come to pass on to the Treasurer all those £1 coins you have collected.

- 11** If you are meeting in your own home you do not have to collect any money. If you supply coffee / tea etc. you may ask for 25p per head if you wish.. If you are meeting at the Cube, the kitchen is available for your use. Please supply your own tea/coffee/biscuits etc. (Large groups often nominate a “tea monitor” to do this).
- 12** You are not expected to subsidise your group and you may reclaim the cost of running the group (e.g. stamps). Consumables such as paint etc may be paid for by members themselves collectively or individually. If you supply photo copies it is fine to collect a small sum from members.
- 13** As a group you may wish to request funding for equipment using the Capital Equipment Request Form. Each request is dealt with on its merits by the trustees. **Requests must be approved before purchasing as retrospective requests will not be considered.**
- 14** Malvern U3A already owns a lot of equipment, so please check what is available.
- 15 Insurance.** The U3A insurance covers both **member to member and public liability** but offers no insurance for personal accident. Note: Members participate in activities at their own risk.
- 16** Trips **must** be paid for through the Malvern U3A account via the Treasurer and not by individual members in order to activate U3A insurance. Full details are on the National U3A website and Malvern U3A website.
- 17 Health and Safety.** If you are in a public venue approved by the Venues Co-ordinator it will have a fire safety certificate and it will be safe for you to assume this. Point out the **Fire Exits** at the beginning of the meeting. (Please find out yourself where they are!)
- 18** If anything untoward happens please **use your common sense**. If, for example, there is a suspected cardiac arrest, or a broken limb following a fall, then dial **999**. Please let the Chair and the Groups’ Co-ordinator know the circumstances **as soon as possible thereafter**. You may fill out an accident report form obtainable from the Groups’ Co-ordinator at [groupscoordinator@malvernu3a.org.uk](mailto:groupscoordinator@malvernu3a.org.uk)
- 19** In the case of minor/lesser accidents/incidents, please make use of any skills (First Aid or other ) of the people present. Keep a note so that the Trustees can be made aware of what happened as soon as possible. In public venues there will be a **First Aid Box** available and possibly an **Accident Report Book**
- 20** If your activity is occasionally out of doors and involves slightly more hazardous activity you **should** familiarise yourself with the relevant **Advice Sheets** available on the website before embarking on the outing **BUT** remember, all taking part are deemed to be mentally competent adults and thus are ultimately responsible for themselves.

As a Group Leader you are **NOT** responsible for the welfare of members.

**21 If** you act in good faith you will not be liable for any unfavourable outcomes. As a voluntary organization we are not bound by the "Health and Safety at Work" legislation.

**Please remember that we join U3A for pleasure, and most members are sensible with things rarely going wrong, so enjoy meeting the people who join your group.**

**Other things you need to know:**

#### **GROUP LEADERS MEETING**

**Once a year there is a meeting where all the Group leaders meet to exchange ideas, discuss any issues which have arisen and look for solutions to any common problems. You will be asked to attend and, if you are unable to do so, to put forward a deputy to represent your group.**

#### **THE GROUPS' FAIR**

**This annual event takes place on the first Monday in September in the Theatre. Here you can "lay out your stall" and sign up members for your group. You (or your stand-in) should try to attend.**

**Revised: October 2019**