



STEP BY STEP GUIDE for NEW GROUP LEADERS

NOTE: These procedures should be carried in such a way as to be compliant at all times with any Government regulations concerning the COVID-19 situation currently in force.

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STEP ONE

Setting up Your Group

Your first contact will need to be the Malvern U3A Groups Coordinator to discuss your idea for a new group and to check that such a group doesn't already exist. She/he will need:

- A description of what your group will offer e.g. the subject matter, whether it is a talk or discussion, whether activity based, and whether visits are involved. Also, if relevant, at what level the target membership should be. For example, if it is a language group, whether it is beginners, conversation or advanced.
- What day and time you plan to run your group and whether it will be weekly, bi-monthly or monthly.
- How any interested parties can contact you or find out more details.

The Groups Coordinator will publish details of your new group in the monthly news bulletin which goes out by email to U3A members. She/he will also ensure that information about your new group is included in the newsletter, and is posted on the Malvern U3A website. The Groups Coordinator will liaise with you to discuss the response.

You can contact the Groups Coordinator by email at:

groups@malvernu3a.org.uk Other contact details are in the current Groups Directory or on the Malvern U3A website (www.malvernu3a.org.uk).

After gauging the interest in your new group continue to:-

STEP TWO

Deciding on a Venue

Your group can meet at your home or at the homes of other members, if you wish. If you are anticipating that fewer than 10 people will attend then this is encouraged.

Alternatively you can book a room which will be funded by Malvern U3A. You need to contact the U3A Venues Coordinator who holds a list of the venues used and can advise you on how to proceed.

You can contact the Venues Coordinator by email at:

venues@malvernu3a.org.uk Other contact details for her/him are in the current Groups Directory or on the Malvern U3A website.

STEP THREE

Before the first session

Once the dates, time and venue(s) of your sessions have been decided and publicised, you need to consider:

- **Provision of refreshments** – are there facilities at your venue? Do you need to provide them?
If you provide the refreshments, then you need to make a small charge to cover your costs. 25pence per cup/person is generally accepted.
- **Provision of materials.** If you need to provide printed materials, then it is acceptable for group members to pay a small sum for this too.
- **Equipment.** If you need any equipment eg. OHP, Flip chart stand or whiteboard for your group sessions, then find out if it might be available by contacting equipment@malvernu3a.org.uk or use the contact details which can be found in the Groups Directory or on the Malvern U3A website.

Once your group is up and running, it may be possible for Malvern U3A to provide funding to buy any particular capital equipment you may need. The equipment will remain the property of Malvern U3A. A **Capital Equipment Request** (see Appendices: Sample Forms) can be downloaded from the website (www.malvernu3a.org.uk/group-leader-documents). It can also be obtained by contacting the Malvern U3A Secretary, whose details are on the website or can be found in the Groups Directory.

STEP FOUR

Running your Group

The Group Leader's overall responsibilities are:

- To keep group attendance registers and submit membership details as required.
- To collect the current fees (in hired venues only) per person per session and forward them to the Treasurer as required.
- To provide a current email address to the Groups Coordinator by which they can be contacted.
- To attend group sessions.
- To make any necessary arrangements regarding the venue including the provision of refreshments, if required.
- To appoint a deputy who can provide back up if the Group Leader is unable to attend a group session.

- To welcome new members and introduce them to the group. For security and insurance reasons, new members should be asked to show a membership card/number. This is of particular importance if the meeting is in a private home.
- To attend the Groups Fair and the Group Leaders meeting, which are both held annually. If unable to attend, then a deputy or representative should be asked to attend in the Group Leader's place.
- To inform the Venues Coordinator – in advance – of any changes to existing accommodation arrangements or requirements. This must be done before any booking is made.
- To inform the Groups Coordinator of any changes in the group details, eg. time/place of meeting, or contact details of Group Leader. It is imperative that this is done as soon as is possible.
- To provide news items and/or information for inclusion in the monthly News Bulletin or the Malvern U3A newsletter as appropriate, and to ensure that the information about their group displayed on the Malvern U3A website is correct and is kept up to date.

A more detailed description of these responsibilities can be found in '**Group Leader Guidelines**' on the website (www.malvernu3a.org.uk/group-leader-documents).

Malvern U3A Website

To access further information and advice which is available on the Malvern U3A website:

- Enter **Malvern U3A** into your internet search engine, or go to www.malvernu3a.org.uk.
- Click on the **Groups/Groups by Alphabet** tab, then click on your group title to check that your group page information is correct.
- Return to the home page using the back arrow.
- Click on the **Calendar** tab to check the dates and times of your group sessions.
- If there are any changes to be made then notify webmanager@malvernu3a.org.uk
- Return to the home page using the back arrow.
- Click on the **Contacts** tab. Here you will find the email addresses for all U3A committee members (trustees).

If you are not able to access the information you need, then please contact Malvern U3A Secretary whose contact details are in the current Groups Directory and also on the website.