

West Pennine Villages U3A

Helpful information for new Group Convenors

The success of West Pennine Villages U3A will largely be due to the willingness of members to set up and run a range of groups in keeping with the U3A ethos. No one person should have to carry the load of running an interest group. A deputy or deputies should be chosen to stand in for sickness and holidays. If you are considering starting up an activity here are a number of points which may prove helpful.

1. Setting up a new group

Please discuss your idea with the Group Coordinator or any member of the Committee. You may also find it useful to discuss your idea with other Group Convenors. Not only is this common courtesy but it will avoid duplication.

2. Gauge interest

It is useful to ask for expressions of interest before undertaking too much preliminary work and hiring a venue. This can be done by:

- a. Making an announcement at the Wednesday Drop-in session. NB: It may be advisable not to give people too many choices when it comes to offering a date and time, otherwise the whole process can become unmanageable.

3. Financial matters

Each group should be self-funding, so monies collected should cover costs such as room hire and refreshments.

- a. Keep a register of attendance.
- b. When monies are collected, a record should be kept of the amounts received and of expenditure.
- c. A copy attendance register and record of monies received should be handed to the Treasurer, together with any receipts for any purchases.

4. Booking a room

- a. Cost of the room hire will be met by the group
- b. This should be booked directly with the venue and the invoice should be passed to the Treasurer.

5. Employing an external tutor

In some instances, expertise may not be available within the group and an external tutor could be the only viable option. This should be discussed with the committee before engaging the tutor

- a. Paid tutors should confirm they are self-employed. They require Professional Indemnity Insurance, and a copy of the Insurance should be passed to the Treasurer. The Group Convenor will need to discuss with the tutor how often and by what means he/she is to be paid.
- b. The tutor's charges will need to be covered within the payment made by members attending the group.

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7. Health and Safety

Group convenors should be familiar with the venues fire exits and evacuation procedures. It is recommended that a risk assessment should be carried out using the forms provided . Any accidents should be recorded using the accident forms provided.

8. Publicising

Once the group is up and running why not share your success.

- a. A slide on the Community Morning Power Point.
- b. Text for the U3A Website – this can also be useful for communicating and updates .
- c. An article for the U3A Magazine.

9. Further Information and Support

To access information and advice for Group Convenors go to

<https://www.u3a.org.uk/>

and create a login account

Click on the ADVICE tab .

The site also offers resources which can be used in your groups.