

New Groups and Group Leaders Induction

Thank you so much for offering to organise a group within Berwick upon Tweed u3a. To understand a little more about what's involved we have put together this crib sheet to help you.

We are keen to provide you with a range of support; if you have any questions please contact the Group Coordinator and we can then arrange to meet informally.

Setting up a group

1. Contact the Group Coordinator to talk through your group:
 - focus of group
 - rough plan of a session, group of sessions
 - day, time and possible venues (*Don't worry; the Group Coordinator can offer advice on different venues*)
2. Write a short piece describing your group that can be used in the newsletter, Facebook and website.
3. Once you have a venue, complete a risk assessment (models are on the website), the group coordinator can advise. If you plan to go out on visits/trips each will need a risk assessment. Email completed risk assessments to the Group Coordinator.
4. There will be a New Group Leaders meeting organised where you can find out more about the role and responsibilities of being a Group Leader. There is a lot of support provided- you're not on your own!

Members' Morning

This takes place the first Monday in September and is the opportunity for all members to meet group leaders and sign up to groups. A 'sign up' sheet for members to complete will be provided by the committee and the Group Coordinator will take a copy of the completed sheet.

Finances

Each group, including the Group Leader, will need to cover the room fees. Most group leaders ask for a weekly or half termly contribution. All monies paid are passed to the treasurer who will then pay the venue. The Group Coordinator can advise who to pay, as the arrangements vary according to the venue.

Membership

u3as are members' organisations and it is the responsibility of leaders to ensure that everyone in their group is a current member of Berwick upon Tweed u3a. This can be done by looking on the Beacon System (you will be shown how to do this) or checking individual membership cards.

This is very important as the insurance provided by the Third Age Trust could be invalidated if non-members are allowed to attend groups.

Non-members may attend a group once only "to try it out"; please send details of any such visitors to the membership secretary as we need to maintain a record. For further information, clarification or help, please contact:

membership.berwicku3a@gmail.com

Beacon

Beacon is a digital data base provided by national u3a. As a Group Leader you can use Beacon to send a group email. This is a quick and efficient way to communicate with your group. It also ensures you are GDPR compliant as it removes the need for you to hold personal information of group members.

Timetable

A monthly timetable of activities is emailed to all members before the beginning of the new month and posted onto the website. Please ensure you inform the Group Coordinator of any changes to dates/holidays etc by the middle of the previous month.

Support

There is a range of support for group leaders:

- Group Coordinator
- our website
- other Group Leaders
- specialist subject advisers within the u3a organisation
- Group Leaders meetings held each year

PR and advertising

We advertise our groups in a variety of ways. We ask group leaders to write a short paragraph describing their group. This is then posted on to the website and placed in the blue folder found in the library. We ask that Group Leaders ensure their paragraph is kept up to date and refreshed at least once a year. We also have our Facebook page. We love to put photos and information about groups here (please ensure you have members permission before taking a photo).

Website

Our website is a very useful resource with a dedicated section for Group Leaders.

Policies

As a Group Leader you must read and follow our policies. They are all on the website.