



GUIDELINES FOR GROUP LEADERS

Dated March 2025

GENERAL PRINCIPLES OF THE U3A TRUST

Groups are run by members for members. The people who run groups are volunteers who freely give their time, skills, knowledge and enthusiasm for the benefit of other members and should be supported and encouraged by members, Trust Volunteers and Third Age Trust staff.

We encourage self-help learning and members help to decide their own learning direction which is not directed towards qualifications.

A very wide range of subjects is available to members, including games, languages, physical activities, conversation and crafts.

Some groups are intended to be forums for discussion about a wide range of issues including political and religious topics. However, members should refrain from promoting particular religions or political beliefs and should always be prepared to listen to the opinions of others.

The following guidelines are provided to new and existing Group Leaders to allow them to carry out their role within their groups and with the help of the committee.

The committee wishes to ensure that the role of group leader is a satisfying responsibility, which can be managed without being time consuming or complicated.

The Group Leaders Role

How to form a group

Getting interested members together

- A. The groups co-ordinator will collate a list of interested members and arrange an initial meeting.
- B. The meeting will gauge the level of interest and hopefully a volunteer leader and other helpers will come forward to represent the group.
- C. The groups coordinator will attend the first meeting along with another committee member, to assist and provide information and guidance.

D. Chose a suitable venue depending on the groups activities.

E. Do a Risk Assessment, the groups co-ordinator is there to help with this task.

F. If you are hiring a venue see attached example of an agreement. Talk to the groups co-ordinator about this, if required.

G. All documents relating to a chargeable venue should be emailed to the treasurer and the groups co-ordinator.

The Group Leaders role

a) Agree and arrange meetings with your group.

b) Agree the venue dependant on activity (see venue information below).

c) Communicate with members the date and time.

d) Maintain the attendance register (either electronically or using the a5 book) and collect any fees being charged. (See finance below).

e) To deal with enquiries from interested members.

f) Should the numbers of the group membership requests become too large for the venue or the group leader to manage or for any other reason, the leader should create a waiting list and liaise with the groups co-ordinator.

Record keeping

It is important that the leader records attendance at each meeting as in the event of a third party claim or an accident the u3a does hold a public liability insurance which will protect its members and the u3a Trust whilst carrying out a recognised group activity.

Finance.

We suggest all monies collected be paid into your personal account and an equivalent amount transferred to Bognor Regis u3a bank account. If you are collecting fees to cover the costs of a venue hire and are providing refreshments deduct the costs of the refreshments from monies collected. (The hire of the hall is paid by the treasurer from the amount you pay into BRu3a bank account).

The treasurer must be emailed to advise him of this transaction and request the BRu3a account details. You will need the Sort code xx-xx-xx, account number yyyyyyyy. Use as a reference number the groups name and meeting date eg rumikub20/2/25.

All invoices for venue hire will be sent by the hirer to the treasurer who will arrange direct payment. Groups do not pay the hirer direct.

Accidents

Should an accident occur during a group session our first priority is to seek medical assistance. The second priority is for the leader to complete an accident form as soon as possible. This is available on the website or through the Groups Co-ordinator. Also see attached incident form.

Web Site

This is your web site to tell your groups members information you want them to know and to

advertise your group to the wider membership. Do not ignore this valuable asset, if you are not comfortable keeping this up to date have another group member do so on behalf of the group. Remember to advertise in the weekly bulletin and give Pier Views a quarterly report, with pictures, to publicise your group.

Example of Hire Agreement

A Community Association

Application for the hire of the Community Centre

Name: u3a Bognor Regis (we are hiring the hall not you personally).....

Address: C/O the group leader with their name and address.....

Telephone no.: The group leaders or another group member who is assisting you.....

e-mail address: The group leaders or the assisting member.....

Reason for Hire: Name of the group and activity.....

I hereby apply to hire the Community Centre on: dates eg weekly/monthly etc.
between the hours of:

I agree to abide by the rules of the Association currently in force and understand they shall be binding on all guests/members.

I am aware of a copy of the Associations Emergency plan (on right hand side of the entrance hall) and accept full responsibility to comply with its requirements in the event of an emergency.

The hire fee is £XX.00 per hour which includes the use of the kitchen and its facilities.
Please note table linen/kitchen towels are not supplied.

Booking fee. Normally please email treasurer@bognorregisu3a.co.uk with the invoice. (You will never be liable for this personally)

The hirer is responsible for any breakages during the hire period and for leaving the Hall in a clean and tidy state after its use.

Incident report form

Link:<https://docs.google.com/document/d/12B0LPmigtNhpFLzcvJDW8hJH0oM3P2Lq/edit>