

**WINCHESTER U3A**  
**GUIDELINES FOR GROUP LEADERS**  
**SEPTEMBER 2019**

Interest groups are a crucial part of any local U3A and we want to continue to have a wide range of successful groups with vacancies for new members.

This is only achieved through the hard work and efforts of our group leaders. We have prepared these guidelines to help group leaders setting up new groups and running established ones.

**Starting a new group**

You will need to decide:

- The purpose of the group, together with the subject matter/activities and the level
- When, how often, where and how you are going to meet
- The maximum number you can accommodate
- What help is available to you – locally, regionally, nationally
- At the first meeting, encourage participation by all. Have a list of points to be discussed and agreed.

**Role of the group leader**

- Ensure that on the list of special interest groups on the Winchester U3A web site your details are shown correctly as the contact/group leader and check regularly for accuracy of the information about the group
- Organise the group and develop a programme in consultation with the members of the group in line with the U3A ethos
- Liaise with the Groups Secretary and the Winchester U3A Committee
- Be willing to attend Group Leaders meetings to discuss issues and share expertise/ideas.
- Be willing to attend meetings for new members and welcome any new members to Winchester U3A
- Inform the Groups Secretary of any changes to the group, such as meeting times, name and contact details of group leader and number of vacancies
- Send financial information about the group to treasurer as and when requested.

**Running your group**

- Keep a list of names of members of your group and their contact details (tel/e-mail)
- Keep a note of anyone interested in joining but to whom you cannot offer a place.

- Keep a note of what happens at each meeting – this can be useful for looking back or for writing a short piece for the Newsletter
- Provide a short paragraph about the objectives of the group, dates and times of meetings which could be included in the Newsletter or the web site.
- If appropriate, keep a note of your expenses (photocopying, hire of DVD etc) and ask your group members to share these. You should not be out of pocket!
- Welcome new members to the group. Check that they are members of Winchester U3A. If not, they may attend one taster meeting and if they wish to continue, they should contact the Winchester U3A membership secretary. Unlike some local groups, we do not have reciprocal membership with other U3A groups, so they do need to join the Winchester group.

### **Insurance**

- In your group activities, members are covered by Public & Products Liability Insurance. This covers Winchester U3A members for loss due to accidental injury to a person or accidental loss or damage to property not belonging to them, as long as it arises from or in connection with a U3A activity. Should you ever experience such a situation, contact the Secretary in the first instance for advice and information.

### **Use of paid outside speakers and tutors**

- One-off payments to speakers or the reimbursement of legitimate expenses are fine
- If you are planning to use a freelance tutor to lead the class on a regular basis, you are advised to check that s/he is registered with HM Revenue & Customs as a self-employed person and has a current public liability policy of at least £2m.

### **Financial matters**

- As a charity, we are required to follow sound financial practice. If in doubt, consult the Winchester U3A Treasurer!

September 2019