

Haslemere u3a Group Leader and Group Organiser Information

Firstly, thank you for taking on this role.
Without you, Haslemere u3a could not function.

The roles of Leader and Organiser vary in different groups. The most common set up is for the Leader to lead the session and the Organiser to provide administration. However, there are many variations and the model you adopt is absolutely your choice. In dividing the tasks it is important that each of you take clear responsibility for the specific areas of administration and organisation listed below. In the event of one person's illness or absence it is hoped that the other will step in to keep the group running smoothly.

Basic responsibilities of Leaders and Organisers are to ensure that:-

- the purposes of the u3a are carried out
- basic administrative tasks necessary to the function of the u3a and the group are completed
- the [group page of the Haslemere u3a website](#) is used as the main way to communicate with people about your group
- group members are fully involved and informed
- relevant health and safety procedures are followed

The purposes of the u3a are carried out.

Your group should be providing opportunities for those not in full time work to come together and learn for fun. There is no age limit for a u3a group.

Basic administrative tasks for Haslemere u3a and the group are completed

It is helpful if at least one of you is able to use email and the internet. This reduces running costs and speeds up communication between you and your group members and you and the committee. Remember admin tasks can be shared. It is fine to have more than one Organiser if required.

Keep a complete list of group members including their Haslemere u3a membership numbers and full contact details. The membership number is important to ensure only Haslemere u3a members who have paid our subscription join our groups. Please update the list regularly. Both Leaders and Organisers should keep a copy. This ensures continuity should a leader or organiser become unwell or decide to stop their role. You can download a template group member list from the documents at the base of the [Groups page on the Haslemere u3a website](#).

Send the member list at least once a year to the Group Co-ordinator so that group members can be entered on Beacon, the master database used by Haslemere u3a. This is important as it is the only means of storing and analysing all details about our groups.

Set a maximum number for membership of your group and create a waiting list for others who may be interested. If this waiting list rises to 4, please inform the Group Co-ordinator immediately so we can look at creating another similar group.

Download an Attendance Form from the bottom of the Groups Page on the website.

The document includes clear instructions on how to use it and – if money has been collected – how to send it to our Treasurer.

Venues are booked by the Bookings Secretary who will give you a complete list of the bookings for your Group for the term or year. There will sometimes be an occasion when you want to add,

alter, or cancel a group meeting. Please contact the Bookings Secretary and do not either try to make or cancel a booking yourselves. The sooner bookings or cancellations are made the easier it is to organise the change and hence less chance of the U3A being charged for accommodation which is not used. Of course, in the event of illness or adverse weather conditions this is not always possible. If a venue needs to be cancelled at short notice, and you are unable to contact the Bookings Secretary, please notify the appropriate person at your venue and email the Bookings Secretary with information about what has been done. If you do need to cancel, add or alter a date it is your responsibility to notify all members of the group as soon as possible.

Haslemere u3a website is used as the main way to communicate with people about your group

Our website www.u3asites.org.uk/haslemere has a dedicated section for Groups. Once a group is up and running it will be added to the Groups page and people will be able to contact your chosen "main contact" by clicking on a link.

Choose someone to be your website administrator. They will be sent clear instructions on how to do this by our Webmaster. If you can't find anyone willing to administrate your entry on the website, contact the Groups Co-ordinator who can also help.

You will be able to add information about your group and even pictures of your activities if you want to.

Also on the website, you can see all active u3a groups and can easily sort them alphabetically, by category, by venue or by day of the week.

At the bottom of the Groups Page, there are useful downloadable documents to help you run your group.

Group members are fully involved and informed

As Leader or Organiser it is part of your role to keep your group members informed both about your group activities and the activities of Haslemere u3a. Please read newsletters and Leader Updates and distribute any relevant information. Also keep an eye on the website where there is often news about upcoming events and news. The website also has a Contacts page which can be used to contact committee members directly.

Relevant Health & Safety Procedures are followed

The u3a has a responsibility to keep all its members safe. Our insurance is only valid when certain procedures are followed. Please read our Health & Safety Policy which can be found on the u3a Haslemere Documents page of our website. You can also find an Incident Report Form here in case something happens which you feel should be reported to the committee.

All groups are asked to carry out basic Risk Assessments for their activities. To make things easier for you, we have provided some template Risk Assessment sheets in a Risk Assessments folder at the bottom of the [Groups Page on the website](#). You are welcome to design your own if you prefer or adapt one of the templates for your group's use.

We also have a friendly Health & Safety Officer on the committee who can advise you on this aspect of the organisation of the group.

Any questions? Further help needed?

Contact The Groups Co-ordinator via the [Contacts page of our website](#).