

Group Leaders Guide

Thank you for volunteering for this role. You should not feel that you have sole responsibility for ensuring everything runs smoothly. The aim of the u3a is for all members to contribute to the success of their group as well as the u3a organisation.

This document has been written to help you in your role as group leader. Many of the questions that may arise can be answered by accessing information on the following:

1. u3a Evesham Website: Evesham.u3asite.uk
2. Third Age Trust website: www.u3a.org.uk
3. Beacon is our u3a Administration system. As group leader you will use this to update your group members' information.

The outgoing group leader can change the group leader status and then following an e-mail to the Beacon Administrator you can be given access. Alternatively, the Beacon administrator can register you as group leader and give you access.

A step by step user guide for Beacon can be found under Members Info. on the u3a Evesham website. 1/1 training sessions are available – please ask. If you need support with any aspect of being group leader please contact the Group Co-ordinator through the link on u3a Evesham website.

Members

Membership of u3a and all u3a groups is open to all who do not work full time

- * All members of your group should be 'paid up' members of Evesham and District u3a (apart from visitor members – please see below). You can check membership details for your group on the Beacon Administrative System.
- * The membership year runs from 1st April. Renewal letters will be sent out at the end of February.
- * If members fail to renew - their name will appear in red until June and must then be removed by yourself as group leader.
- * Members of Cotswold Link and Alcester u3as can join one Evesham group without paying for a second membership. They will still need to be registered on Beacon as a visitor member of your group.
- * Non u3a members may attend up to 3 trial meetings spread across a maximum of 3 groups.
- * Please keep your membership and group details up to date on Beacon, as well as the details of anyone on a waiting list so the committee can consider starting an extra group if necessary.
- * You are advised to use Beacon to send e-mails to your group or individual members as it is GDPR compliant. (Data Protection Legislation)
- * Beacon gives you access to members' personal data - this information must

be kept confidential. Written permission must be sought from your group members if information i.e. e-mail addresses are to be shared with the group. A form for this purpose can be found in Member Info / Documents on u3a Evesham website.

* Evesham and District u3a Data Protection Policy, Privacy Notice and Equality and Diversity Policy are available under Member Info / Documents on u3a Evesham website.

Safeguarding / Accessibility / Health and Safety

* u3a policy for the above can be found under Members Info on u3a Evesham website.

It is important you are aware and have knowledge of this document. In particular what to be aware of in regard to Safeguarding so please take time to read this document.

* Carers can attend meetings without being a member provided they are only in support of a current member.

* All groups need a completed and current Risk Assessment. There is a template for your use in Members Info / Documents on u3a Evesham website.

* For walk leaders, a checklist is also available on u3a Evesham website.

* Dogs:

Guide and assistance dogs are permitted.

Dogs accompanying walking groups do so with the sole permission of the Group Leader.

Dogs are not covered by u3a insurance at any other u3a activities.

Venues

* Details of all venues currently used by u3a can be obtained from the Group Co-ordinator.

* Please check that the venue you use is safe for the activity being carried out - this includes private residences if used for your group meeting. A checklist is available on u3a Evesham website.

* Do not begin an activity if you have any safety concerns.

* Group Leaders or those acting on your behalf should be aware of the fire safety requirements and emergency evacuation procedures.

Finance - A Full Groups Financial guide is available on the Evesham u3a website

* All money and assets held by the group are the property of Evesham u3a.

* You must not open a separate group bank account.

* Payments for any hall hire or permanent assets in excess of £100 must be arranged through the Treasurer.

* Petty cash up to £100 (or higher if agreed with Treasurer) may be held securely.

* Income and Expenditure must be recorded - either on Beacon, a spreadsheet, or listed in paper form, this must be kept for review by the Treasurer if required.

* At the end of the financial year (31st March) all group leaders must advise the Treasurer of the amount of any petty cash held for the Group. **This**

includes any Group which pays for venue hire via the Groups Account which may be holding funds as at 31st March.

* Purchase or disposal of group assets e.g. books, equipment should be reported to the Treasurer. Evesham u3a has an asset register for this purpose.

Insurance

* Provided you have acted sensibly and in good faith you and your members are protected by public liability insurance provided by Third Age Trust.

* Full details can be found on Third Age Trust website.(You may need to register to be able to sign in)

Copyright

* u3a Evesham has licences for limited copying and distribution and film viewing. This WILL NOT cover copying a complete work or piece of music that is subject to copyright.

* You can check guidance on copyright on Third Age Trust website.

Resources

* Third Age Trust has a resource bank and subject advisers that may be useful.

* Both of the above can be found on Third Age Trust website.

Website

* Every group has a dedicated page on the u3a Evesham website.

* You or a nominated group member can edit your groups' dedicated page with up to date information about your group.

* Contact the website team for access to edit your page.

Evesham.u3asite.uk/contact/

Problem Solving

* In the case of an accident you will need to complete an accident form - available from u3a Evesham website.

* Send a copy of the form to the Safeguarding Officer including details of witnesses.

* If you don't have immediate access to the form please note down exactly what happened and complete the form asap.

* If a member of your group suffers an injury or becomes unwell in the session - in the first instance you as Group Leader or another member of the group should do your best to take charge of the situation and provide basic first aid until qualified support or an ambulance arrives.

* If damage is caused to person/ property by a member of the group please

take full details including any witnesses/ photographs if possible. This is evidence in the event of an insurance claim.

* If you have a member whose behaviour is adversely affecting other members of the group - refer to the Members Code of Conduct on u3a Evesham website. If you need further assistance contact the Group Co-ordinator.

* Any member who is no longer able to cope independently - please inform Safeguarding and Accessibility Officer.

If you require any help, advice or support please do not hesitate to contact the Chair, Group Co-Ordinator or any other member of the committee. All committee members can be e-mailed through u3a Evesham website.

u3a	Evesham and District u3a Group Leaders Guide	
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1.0	Full revision	Feb 26