Overview - leading or coordinating a group

Introduction
Shared learning within an Interest Group is an integral part of U3A activities. Leading or coordinating a group can be a very rewarding experience, not just in the learning, but in creating a relaxed, friendly atmosphere for like-minded members of the group to enjoy. The High Lane Committee would like to thank you for taking on this role and wish you every success. As part of your role please try and identify future leaders from within your members; our aim at High Lane is to expand our areas of learning and we need leaders for this to be achieved.

Organization
Within the overall principles of The Third Age Trust, and those laid down by the High Lane U3A, the way in which an interest group is organised is entirely up to the group leader and the members of that group. Support and guidance is always available from members of the High Lane Committee.

Money Matters
Running costs – each individual interest group needs to be self financing and the leader or a nominee, must keep an account of monthly income and expenditure. (see organizing finances)

Start up costs – A new group can ask the committee for a small loan to cover essential initial expenditure .The group should indicate how the loan will be repaid from the group's meeting fees.

Handling money -

- Always ensure your group maintains its accounts
- Where your group is likely to receive and temporary hold larger amounts of money, the handling details must be agreed with the treasurer
- For your own protection, never make payments or receive payments via your personal account

Venue
Meeting in members houses is usually the most economical option, in which case the only probable cost is that of tea/coffee/biscuits which is covered by a small attendance charge. When membership demand outstrips capacity, consider the following local options: Village Hall; Tennis Club; Village Library; church halls. Please discuss any arrangements you make with the Treasurer to agree the details of rental payments and cost recovery.

Communication and Recruitment
To ensure that group members are kept informed of your next activity, make sure that the bi-monthly Newsletter and the Web Site are kept up to date.
Newsletter and website contact: Diane Saxon

Both the Web Site and the Newsletter are crucial in attracting new members. The inclusion of a report of your last meeting will give a "taste" of your activity.

Attendance at the monthly general meetings, where possible, is also beneficial to communications and gives you a chance to update members about your group and recruit new members if required.
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Risk Protection
We have Public and Product Liability cover for our members which is organised by The Third Age Trust. (see Insurance Summary and Accident Report form sections).

Before contacting head office about insurance matters, please talk to the High Lane Treasurer or Secretary.

To avoid compromising the whole of your groups insurance cover, it is essential for group meetings to consist of current subscription paid members of the High Lane U3A or, if a Pennine link activity, a paid up member of one of the Pennine Link U3As..

Prior to joining the U3A, a person can attend a monthly general meeting or an interest group meeting before deciding to join. Provided the person has not made more than two visits, the insurance cover remains valid.. Be sure to take the details of sampler visits and ensure that eah person makes no more than two visits.

Children and dogs - It is up to each group to decide whether children and dogs can attend activities. Before deciding on your policy, please consult the page issued by Head Office which is listed on our support web site.

Safeguarding
High Lane U3A has guidelines for safeguarding vulnerable people (see Safeguarding section).

Best wishes for the success of your new group.

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