

Basic information about Group Leaders

Thank you for checking out this information. This quick guide is for prospective or new group leaders.

A group leader or deputy leader can be any of the below:

- The person who is the contact and organizer for that group's members
- The person who collates and distributes information/teaches or instructs for the group

Groups are at the heart of the U3A movement, without them there would be no Association. We all come from different backgrounds and with different interests and knowledge. Sharing your enthusiasm with others can be fun and fulfilling.

If you are interested in becoming a GL, please read the questions and answers below. Further information is available in the U3A Oliva group's leader's notes or from the Group Coordinator.

What does a G L have to do?

- Arrange date, time and place for meetings of the group
- Maintain a register of members
- Co-ordinate the activities of the group, in collaboration with the members
- Keep the group's web page up to date
- Prepare a display board for the monthly meeting
- Inform the press secretary of any interesting group news

Do I need any qualifications or special skills?

- No, but it is useful to be able to use a computer to maintain a list of members and to send and receive emails.

Does the GL receive any payment?

- Definitely not, only the satisfaction and enjoyment of sharing his / her interests and skills with the other members.

What resources are available?

- Groups can purchase resources such as books, music, materials, and equipment from the central fund. The Association also has a laptop computer, projector and screen, PA system, music centre and mobile phone for the use of any group on request.

Do the Group leaders get support or meet regularly?

- All group leaders have access to the group coordinator and the deputy group coordinator for help and support with all admin tasks and training to enable use of the website if requested. We are happy to undertake your group page maintenance if you so wish, but learning a new skills maybe something you would like to do. We arrange a GL meeting every autumn and sometimes in the spring. Sharing ideas and getting feedback is important for all of us, and it is good to get together.

How do I become a GL?

- Speak to the GL's coordinator and arrange a meeting.