

GUIDANCE NOTES FOR u3A OLIVA GROUP LEADER RESPONSIBILITIES **- 2024/5**

Thank you for being a Group Leader ("GL"), the most important element of the u3a, without you we would not have the opportunity to enable life-long learning for our members. The Group Coordinator ("GC") will support and help you as much as possible to ensure your group runs smoothly and should be your first point of contact for any questions or issues.

Setting up a New Group

1. Liaise with the GC (groups@u3aoliva.org) about the sort of group you want to run - the time/day/venue/set up costs etc. for your Group's sessions and activities.
2. Appoint a Deputy Group Leader who will take on the GL duties if, and when needed.
3. When setting up a new group, you may need some equipment, this can be purchased by the GL following agreement with the GC.
This is a one-time start-up allowance for new Groups only.
4. All items remain the property of the u3a and will be listed on the property inventory.
5. Instructors may be hired and paid if no member of the group is competent to lead the activity - the number attending the group and the fee charged should be agreed in advance for a block number of sessions - members will pay in advance for the sessions and no refunds will be made.

General Group Management

1. Ensure new Group Members are made to feel welcomed and details of the Group are explained. Sharing knowledge is what the u3a is about.
2. Ensure all email enquiries from Members (New and Old) are answered regarding joining groups, details of group, etc.
3. To keep a register of member's name and membership number for each session. GL have a responsibility to ensure attendees are u3a Members.
4. To utilise the Website or Facebook or WhatsApp or eMails to contact Group Members, informing them of amendments or cancellations of groups.
5. To regularly check that your Group Page on the u3a Oliva website is correct and up to date, liaising with the GC if changes need to be made.
6. Send any special interest news, with photos if possible, to the GC for inclusion in Newsletters, the website, u3a Oliva Facebook page to aid in the publicity of the group and the u3a Oliva.
7. All groups should be self funding and it is up to the GL to decide on cost per week. However, guests and potential new Group Members may have a

tree trial session at the GL discretion. All guests should pay the appropriate fee amount if attending sessions after the free trial.

8. If groups would like to organise excursions to places of interest relevant to their group activities and would like help, the Travel Team travel@u3aoliva.org can assist with organisation and publicity.

Group Membership

1. All Members of groups should be u3a Oliva Members.
2. Ensure all Members attending paid groups understand the requirements for the Group.
3. Ensure that anyone attending the groups are aware that all activities are undertaken at their own risk. u3a Oliva holds insurance which is third party only and cannot and will not be held responsible for any accidents or injuries (please make sure you have a printed copy of the Disclaimer and all Group Members have read it).
4. A Member is not allowed to be a paid instructor as this contravenes the ethos of the u3a of sharing knowledge.
5. If issues arise that the GL can not resolve contact the GC.

Group Expenses and Accounts

1. If regular fees are collected from members and an excess accrues at the end of the year, it is up to the members what they do with that money, i.e have a refund, use it for refreshments, give to charity, have a free session etc.
2. **PLEASE NOTE:** There should never be a surplus of funds within a group at the end of the financial year (July 31st). If there is a surplus, this should only be of an amount equivalent to that required to pay your Groups Instructor at the beginning of the New Year if appropriate.
3. GL should maintain a Group Account sheet that should be forwarded to the Treasurer at the year end.
4. All Groups should be self funding after the initial set up,