u3a Oliva

Guidance notes for u3a Oliva Group Leaders

Updated Nov 2026

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 (Helen Medhurst-Jackson) will support and help you as much as possible to ensure your group runs smoothly.

Setting up a New Group

1. Liaise with the Group Coordinator (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. To 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 Group Leader following agreement with the Group Coordinator up to the value of 50€. A receipt must be given to the Treasurer along with your IBAN for reimbursement to be made.
4. Any items over 50€ will need to be taken by the GC to Committee for pre-approval.
5. **All items remain the property of the u3a and will be listed on the property inventory.**
6. Instructors may be hired and paid if no member of the group is competent to lead the activity. The number attending the group is determined by the u3a policies in conjunction with the Group Leader 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.
7. A Group Leader or Group Member cannot be a paid instructor as this contravenes the ethos of the u3a of sharing knowledge. Sometimes paid instructors are required for Groups eg. zumba, yoga and the cost needs to be agreed and shared among the attending members.

General Group Management Responsibilities

1. To utilise the website or WhatsApp to contact group members, informing them of amendments or cancellations of groups.
2. If you are a Pensionista Centre key holder, please keep the key safe and only share with the deputy.
3. To regularly check that your Group Page on the u3a Oliva website is correct and up to date, liaising with the Group Coordinator if changes need to be made.
4. Send any special interest news, with photos (if permission given by the individuals to post on the website/FB), to the Group Coordinator for inclusion in Newsletters, the website, u3a Oliva Facebook page to aid in the publicity of the group and the u3a Oliva.
5. **Any general stationery or regular costs should be met by the Group.**

6. Any other or ongoing group expenses should be agreed with the Group Coordinator before any purchase is made.

Group Membership

1. To ensure that members of the group are members of the u3a (and note membership number) asking for help from the GC to do this if needed.
   While some non-members will come along to a group to see if they like it, it is important to encourage and check that they have joined u3a Oliva if attending after 2 regular sessions. We are aware that some individuals will not be members of the U3a as they are family members or visitors who are on holiday but would like to come along. If attendance permitted by the GL the non u3a visitors must pay for any session where payment is required.
2. Ensure all members attending paid groups understand they are required to pay in advance and refunds will not be given for non-attendance – if members join part way through a session they will pay in advance for the remaining sessions.
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.**
4. Any accidents or injuries should be reported to the Secretary at secretary@u3aoliva.org and the Group Coordinator immediately.

Group Expenses and Accounts

Most groups are self-funding and do not incur any income or expenses. However, there are a few exceptions – no group leader should be out of pocket for any expenses they have incurred.

1. To keep clear and accurate expense accounts if the group attracts income, and expenditure for example ticket sales or donations. **Not regular subscriptions**
2. If regular fees are collected from members and an excess accrues at the end of the year, it is up to the group members what they do with that money, i.e have a refund, use it for refreshments, give to charity, have a free session etc.
3. **PLEASE NOTE: There should never be a surplus of funds within a group at the end of the financial year (June 30th). 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.**
4. To submit expense accounts for the previous year to the Treasurer treasurer@u3aoliva.org at the beginning of each New Year.

The Committee – u3a Oliva
Updated November 2026