

New Group Leader Information

Thank you for agreeing to be a Group Leader/Assistant Group Leader. Without you, there would be no group, and without groups, there would be no u3a!

The most important thing to remember is that you're not alone. Help is always at hand, and if you're not sure who to contact with a specific issue, choose someone on the committee and I'm sure they'll try to find the right person for you! Your first stop will often be the Study Group Coordinator (SGC) (Email addresses you're likely to need are listed at the end of this document.)

Insurance

You are covered by insurance provided by u3a nationally. There are a variety of risk assessment forms available from u3a, and for ease of access these are available on my One Drive via a link. If you don't already have that link, please email studygroupcoord.hu3a@yahoo.co.uk and I'll send it to you. These are generally common-sense precautions, and it is worth checking out any that might apply to your group. They refer to booked venues, home-based meetings, online meetings, walks, day trips, outdoor sporting events and workshop-based meetings.

Venues

Harrow Arts Centre rooms are booked through our premises officer, Alison Tanna. She should be your first contact for anything to do with the room - cancellations, changes in requirements etc. Remember, Harrow u3a pays for a booked room unless the booking is cancelled, and late cancellations involve fees. So, if you know in advance that a room won't be needed, please contact Alison as soon as possible.

If your group uses IT or other Arts Centre equipment during your meeting at Harrow Arts Centre, and there are issues with it, please don't try to fix it yourself, but instead contact the office. Whether or not the equipment was fixed on the day, please make sure Alison is aware as apart from helping to ensure the issue isn't repeated, we can sometimes reclaim any equipment charge from the room hire cost.

Administration

There are some administration tasks which are essential when it comes to running a group. These can be carried out by the group leader or by an assistant. It's sometimes useful to have an assistant because it allows the meeting leader to concentrate on leading, while someone else looks after the register or ensures a warm welcome to new members. Anyone with access to personal information of group members should fill in a GDPR form. These are available from the Study Group Coordinator, and one is included in the New Group Leader's Pack.

Registers should be taken at every meeting. This is a safety issue. You can use the blank form supplied in the pack or by the Diary coordinator, download your own group details from Beacon, or design your own; it's up to you. At the end of each term, you should send your completed registers to the Study Group Coordinator. (Photographs or scans are fine, but if you would prefer to send a copy by post, email the Study Group Coordinator for a postal address.) This is essential. Unless you are a Beacon user, it's the only way updates on group membership are recorded. It is important that we know how many people belong to your group so that we can help when problems arise, and it will help in the planning of new groups.

Each September/October, you should ask to see membership cards from group members, and similarly, request to see membership cards from new members when they join your group. You can also see members' membership status on Beacon if you are registered.

You will be provided with *contact details* for all group members. This is important so you can inform members of changes to meetings (room changes, cancellations and so on.) These can be accessed direct from Beacon, or will be supplied as a pdf or paper copy. You should keep these details updated as membership of the group changes. Please consider getting emergency contact details for those members who have not yet supplied them. These can be added to Beacon, either directly or via the SGC providing those mentioned have agreed to have their details on a secure cloud database.

Website

The website has a brief description of all groups and a feature to allow u3a members (and the wider public) to contact you directly without revealing your email address. Please consider using this facility, and regardless supply a short description of the group for the website by contacting our Web Editor, Nita Patel.

Diary

Your group will be listed in the diary. You should provide some contact details to the Diary Editor for publication and ensure these are kept up to date. Email addresses in the electronic version of the newsletter and diary are not visible to the public. They link to a web form which is routed to your email. It is then your choice whether or not to reply. The Diary Editor will request information for each term in advance. This will be incorporated into both the online and printed versions of the diary. Although the printed version is issued termly, the online version can be updated more frequently if necessary.

Newsletter

The newsletter is printed each term. Items for inclusion should be sent to the Newsletter Editor by the date indicated in the previous issue. It is also possible to view the newsletter via the website, and the diary there may include changes made since the printed version.

Beacon

This is the database used to record information about u3a members and the groups they attend. Group leaders can request direct access to the information pertinent to their group(s) if they wish. To get logon details, contact the Beacon Administrator, Kathy Westhead.

Welfare Concerns

Our Members' Liaison officer is Susan Field. She should be contacted if you become aware that a group member is hospitalised or otherwise very ill, or has been bereaved. She will then contact the member on behalf of Harrow u3a.

Expenses

Some costs incurred while running the group may be claimed from the Treasurer using the expenses form provided in the pack.

Contacts Summary

Alison Tanna: *premises.hu3a@yahoo.com*

Nita Patel: *webeditor.hu3a@yahoo.com*

Kuldeep Viridi: *diary.hu3a@yahoo.com*

Kathy Westhead: *beacon.hu3a@yahoo.com*

Krutsna Buddhdev: *treasurer.hu3a@yahoo.com*

Stephen Dorff: *newsletter.hu3a@yahoo.co.uk*

Susan Field: *susanj.field@ntlworld.com*

Tricia Sillifant: *studygroupcoord.hu3a@yahoo.co.uk* - For most things not covered above, and specifically, changes in group leadership, help with admin issues, and help with starting a new group.

This may seem rather daunting. It really isn't once you get started. Remember, you can always ask for help. Please don't struggle with anything when an email or phone call will provide the support you need.

Tricia Sillifant
Study Group Coordinator

August 2023

Other documents:

GDPR Agreement
Contact Sheet
Emergency contact sheet
Blank register
Blank expense form