

GUIDELINES FOR GROUP LEADERS OR POTENTIAL GROUP LEADERS

This is to inform and guide group leaders or potential group leaders of the steps to be taken to start a group at Harrow u3a.

1. If a person wishes to start and lead a group, the first step is to contact the Study Group Coordinator. The SGC will take all the details of the suggested group, whether it will be held at HAC or elsewhere, what day, time and duration of the group etc. The SGC will send an email to all members, and possibly put in the newsletter all the required information to see who is interested.
2. Once the response is received, the SGC will liaise with Premises Officer if the group is meeting in HAC to book a room on the required date, and write to all potential attendees of all the information.

Now the Group Leader (GL) takes over the running of the group.

The GL has complete control and can run the group as he/she wishes.

1. The GL will be issued with an Attendance Register which should be completed every session, and at the start of the group, ask to see the members' membership card. The GL or an assistant, must check the membership renewals every September/October to ensure all attendees are members.
2. The GL will also be issued with a Contact Sheet for personal use of details of attendees of the group.
3. If the GL incurs any expenses on behalf of the group, there is an Expense Form which should be completed and signed and together with receipts, sent to the Treasurer for payment.
4. Any concerns regarding cancelling rooms or facilities in the room, the GL can ask for help from the Premises Officer. Any other problem, the GL should ask the SGC for assistance. **The GL is never on their own, there is always help, they just need to ask.**
5. If there are problems with a particular attendee, again ask for help from the SGC or a committee member.
6. Please note all GLs are fully protected by the liability insurance policy provided by Harrow u3a.

YOU are the life blood Group of Hu3a - without you there wouldn't be one!

So, on behalf of the Harrow u3a movement THANK YOU !

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