

Haslemere U3A

The roles of the Group Leader and the Group Organiser

The joint role of the Leader and Organiser is to make sure that in their group:

- the purposes of the U3A are carried out
- administrative tasks necessary to the function of the U3A are carried out
- a complete register of group members, with U3A numbers and contact details, is kept and up-dated regularly
- group members are fully involved and informed
- relevant health and safety procedures are followed

The respective roles of the Leader and the Organiser are flexible and vary in different groups. In some groups where one person clearly leads, for instance by giving academic in-put as in Latin or STARS, the roles are clearly defined. Other groups are run on a more self-help basis and there is overlap between the two roles. In some groups there are two joint Leaders and no Organiser, or joint Organisers and no Leader; in others one person carries out both roles.

You can choose whichever model, and divide the various tasks between you, in any way which suits you both. However it is important that each of you takes clear responsibility for specific areas of administration and organisation. In the event of one person's illness or absence then it is hoped that the other person will step in to keep the group running smoothly. **For this reason, each of you should have a complete list of group members with their contact details.**

It is very helpful if, where at all possible, at least one of you uses email and the internet. This speeds up communication between the committee and the groups, and between you and group members. It also significantly reduces running costs if we do not need to print and distribute letters. This in turn keeps down our membership fees.

Information for Leaders and Organisers

There is a dedicated section for Leaders and Organisers on the Haslemere U3A web site, www.haslemere-u3a.org.uk/group_leaders.html which we hope will be helpful and provide you with all the information you might need. This includes contact details for committee members, information about accommodation and bookings, fee collection, attendance registers, with downloadable copies, first aid information and an accident report form. **This page contains forms for recording group membership and attendance. The latter is available as a simple printable pdf and also as an excel spreadsheet to simplify calculation of numbers and financial reporting.**

Please do look at the main web site regularly as information about the activities of the U3A including the monthly meetings, term dates, full lists of groups with times and dates, activities in neighbouring U3As, and regional and national events etc are posted there and up-dated regularly.

At the beginning of each academic year

It is essential that you:

- fill in a list of group members on the class register form which you should retain
- ensure that you enter full contact details for each
- fill in the member names and U3A numbers on the class fees form
- ask to see each membership card and enter the number on the attendance register
- give members a list of the dates and times of your meetings
- collect the relevant fees

Accommodation and dates of Group Meetings

Accommodation is booked by the Accommodation Officer who will give you a complete list for your Group for the year. There will sometimes be an occasion when you want to add, alter, or cancel a group meeting. In this case **please contact the Accommodation Officer and do not either try to make or cancel a booking yourselves.** The sooner bookings or cancellations are made the easier it is to organise and the less chance there is of the U3A being charged for accommodation which is not used, but of course we recognise that in the event of illness or adverse weather conditions this is not always possible. **If a venue needs to be cancelled at short notice, and you are unable to contact the Accommodation Officer,** please notify the appropriate person at your venue and email the Accommodation Officer with information about what has been done.

If you do need to cancel, add or alter a date it is your responsibility to notify all members of the group as soon as possible.

Attendance forms and fee collection

At the beginning of the academic year please make sure that the attendance register is filled in. Attendance forms must be completed and any fees submitted at the end of each term. Full details are on the attendance register which will be given to you at the beginning of the September term. Additional copies can be downloaded from the Information for Leaders and Organisers section of the web-site, or you can contact the treasurer.

Help

Remember that if there are problems with the running of the group, then the role of the Group Coordinator is to help as much as possible. If the problem is urgent, and you cannot contact the Group Coordinator, then please contact the Chairman or any committee member.

**Most importantly, thank you for taking on this role.
Without you Haslemere U3A could not function.**