

**Group Leaders are at the heart of the U3A movement, Without them, there would be no Association. If you are interested in becoming a Group Leader, please read the questions and answers below.**

**Further information is available in the [Group Leaders' Notes](#) on Page 3**

**Q. What does a Group Leader have to do?**

- *Arrange date, time and place for meetings of the group. Help may be given to find a suitable location by the Groups Co-ordinator*
- *Maintain a register of group members*
- *Co-ordinate the activities of the group, in collaboration with the members*
- *Keep the group's web page entry up to date via the Webmaster*
- *Inform the Public Relations Officer of any interesting group news*
- *Check that all members of your group are up to date members of U3A Moraira-Teulada on a regular basis. If you have any doubts please check with the Groups Co-ordinator*

**Q. Do I need any qualifications or special skills?**

*A. No, but it helps if the Group Leaders own a computer to enable them to maintain a list of members and to send and receive emails.*

**Q. Does the Group Leader receive any payment?**

*A. Definitely not - no one in the U3A receives any payment except for authorised expenditure. The Group Leader will get the satisfaction and enjoyment of sharing his / her interests and skills with the other members.*

**Q. What resources are available?**

*A. Groups can only purchase certain resources and equipment from the central fund with prior discussion and consent from the Groups Co-ordinator, who will if necessary have sought approval from the Committee. Consumable items such as photocopies and ingredients are paid for by the members of the group at the meeting. The Association also has a projector and screen and PA system for the use of any group on request. Group Leaders must first learn how to use the equipment and ensure its safety and security.*

**Q. Do the Group Leaders meet regularly?**

*A. Once a year, there is a Group Leaders' conference where ideas are exchanged and problems discussed.*

**Q. How do I become a Group Leader?**

*A. Speak to the Groups Co-ordinator, Shirley Baehr.*

# U3A Moraira-Teulada

## Notes for Group Leaders

### Communications

1. Group Leaders need to co-ordinate the activities of their group so that members know when and where the meetings are taking place. They also need to advise the Groups Co-ordinator of the place and times of their meetings.
2. The normal method of communication in the U3A is by email and it is helpful to set up contact groups in your email system. People not on email should be encouraged to phone you for future dates and events or check the newsletter. Members without computers can collect a hard copy of the Newsletter at the General Meeting.
3. Details of the Groups' activities should be sent to the Groups Co-ordinator and the Webmaster, [webmaster@u3amoraira-teulada.org](mailto:webmaster@u3amoraira-teulada.org). It is particularly important to keep the Webmaster informed of any calendar changes or contact details which should be sent to him as a word document. Please keep your web page up to date through the web-master.
4. News about group activities of special interest, with photos if possible, should be sent for submission to the Webmaster and Public Relations Officer.

### Expenses

1. All groups must be self-financing and it will be the Group Leaders' job to liaise with the members of their group on how this is to be managed.
2. There is no payment to Group Leaders for their time involved in preparing meetings. This time is a voluntary contribution to the U3A, and contributes to the U3A's overall objectives.
3. Organising, research, developing skills, helping fellow members and maintaining an active lifestyle are just some of the benefits of being a Group Leader.
4. Group Leaders should be reimbursed by the members attending, for the actual costs of each individual meeting. These costs include items such as payment for premises, refreshments, photocopying, telephone calls, craft materials, consumables for cookery, art etc. Many members of the U3A are unable to attend every group meeting and it would be unfair to expect them to contribute towards the cost of meetings which they are unable to attend.
5. Where there are fixed costs which have to be paid, regardless of the number of Group members attending, such as room hire, Instructors, etc, Group Leaders will divide the costs among those who actually attend the meeting.
6. Meetings are sometimes held in member's homes and it is reasonable to charge for tea/coffee and biscuits. On occasions when these are provided

members may be asked to contribute a reasonable amount per person. If more elaborate refreshments are provided, then the group leader should make an estimate of the cost, agree these costs amongst the members, and divide it among those present.

7. There should never be a surplus of funds within a group, as the actual costs are met at the time. Nor should any Group Leader be out of pocket for actual expenses they have incurred as stated above.

## Equipment

1. If items of equipment are required for a group that further the purpose of the Group or are necessary for its effectiveness, the Group Leader should discuss this with the Group Co-ordinator. In some cases the U3A central fund may consider purchasing such items. Any request must be for an item that assists in the initial setting-up of a group and which supports the purpose of the group – e.g. whiteboards, playing cards, etc. It should be noted that in order to secure finance from the central fund, the item should not be purchased until approval for such action is given by the Group Co-ordinator. Any request for reimbursement for an item purchased without prior authority is likely to be unsuccessful.
2. Any item which is purchased with finance from the central fund will become the property of the U3A Moraira-Teulada, it will be looked after by the group leader, and will be recorded by the Treasurer in a list of resources which are available to all U3A Moraira-Teulada Groups.
3. A subsequent request for further assistance from the central fund may be considered in exceptional circumstances. The Groups Co-ordinator should be advised of the full purpose of the request so that a full submission may then be made to the U3A Committee.
4. Shared resources such as the projector, PA system, etc are normally kept by Richard Perry, our property manager, and are available for the use of any group. If you wish to use any of these, please contact the group Co-ordinator for help in arranging this. The Group leaders must first learn how to use the equipment and ensure its safety. Please note that the Group Leader is responsible for the collection from, and prompt return of the equipment to, Richard Perry, and for its safety and security whilst in their possession.
5. Groups may not “block book” equipment, for example book the laptop every Tuesday. They may however regularly use the equipment if no other Group has requested it. Confirmation should always be sought that the equipment is available, rather than making an assumption that this is the case.

## Excursions

1. Groups are encouraged to organise excursions to places of interest relevant to their group activities. If desired, these excursions can be thrown open to the wider membership, and the Travel Team can assist with organisation and publicity. The cost is to be met solely by the people wishing to go on the excursion.

## General

1. Group members should be encouraged to assist in the running of the group and be prepared if possible to continue with the group activities in the absence of the Group Leader.
2. Joint or Deputy Leaders should be appointed where appropriate.

We hope that these notes will be of use in running your group and help to maintain a consistency within U3A Moraira-Teulada.

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