



Guide-lines for Group Leaders

Thank you for volunteering to be a group leader. Group leaders are the backbone of The U3A and all members value your hard work and commitment. All group leaders should know they are not alone but have the support of the committee. Our group facilitator is always there to support existing groups and to encourage new groups.

- 1) Any problem which cannot be resolved within an Activity Group should be put before the committee where the problem will be discussed. The Committee will have the Final say if nothing is resolved by the group members .
- 2) All group leaders must keep a track of members attending their groups. Leaders of Activity Groups meeting in members' homes should check membership cards of any new members to the group, and note the membership number on the register. For all members, cards should be checked annually after subscription renewal time.
A register is good practice enabling you to check attendance. Ask your members to tell you if they are going to be absent for any prolonged period of time. Check attendance regularly and try to admit new members into your Group where possible. Generally if members have been unable to attend for a while, they should be put on notice that their place could be offered to someone on the waiting list.
- 3) All Group Leaders must read the Wolds U3A Financial Rules and sign the financial rules sheet.
- 4) Please report as regularly to the Treasurer as you are required to do so.
- 5) If you are doing a physically active subject remind members that they undertake it at their own risk. They must also read our Waiver / Disclaimer agreement and the Waiver / Disclaimer signature form must be signed.
- 6) It is important that any accident sustained by a Group member is recorded in case there is a subsequent problems from said accident. Please ensure obtain full details as soon as possible after the incident and then fill in our Accident Form (obtained from Group Leader or the committee) at your earliest convenience. The completed form should be sent to the Secretary who will record it our Accident Book.
- 7) Please always ensure that all people who attend are members. It invalidates the insurance if they are not members. Anyone can come to one (1) meeting to see if they think they would like to take part but then they must join The Wolds U3A.
- 8) At least one meeting a year is to be arranged to which all Group Leaders are invited. If a Leader is unable to attend she/he is requested to send a deputy. The purpose of these meetings is to bring Group Leaders up to date with any changes and developments, to give an opportunity to exchange views and ideas and to thank them for their work during the year.
- 9) Wolds U3A www.woldsu3adriffield.org.uk This is our website and it is your Committee's desire that it develops into a useful resource. Copies of the most recent Newsletters, Minutes and Documents can also be found here. Please keep your group's news up to date on the web site and in our newsletter by observing requested deadlines. This will ensure that your details are available to new and prospective members.
Contributions for the website to be sent to the Webmaster please, including any photographs of your group activities.

Wolds U3A Committee.