Group Convenor's Handbook

How to set up a new group

1. Initial Research

If you have joined u3a Bath recently and wish to start a new group, contact the Groups Advisers who can suggest formats which have proved successful. Also, chat to the Convenors of groups to which you already belong, or activities similar to the one you have in mind, to benefit from their experience.

2. Advertise your group and recruit members.

Write down the basic details of the new group and ask the Newsletter Editors to advertise it in the Newsletter.

3. Involve the members in the initial planning of the group.

Group members should all be prepared to share in the responsibilities of running the group. It is not fair to ask one person to take on everything.

4. Plan an agenda for your first get together.

Decide on the following:

- Group name
- Day of meetings
- Time of meetings
- Frequency of meetings eg second and fourth week of the month
- Name(s) of the Group Leader(s) i.e. "Convenors" who will be the contact between the group and the Groups Advisers. **Remember - if you make a change in Convenor or contact details at any time, don't forget to inform the Groups Advisers.**
- Name of one Group Convenor whose email address will be linked to the Group Enquiry button on the group webpage. Remember to update the Webmaster if this Convenor and/or their email address changes, otherwise enquiries from members will go astray.

- Venue: Decide where to meet. You may rotate between members' homes, or hire a community room. If this is not known, or will vary, it can be "as arranged" or just give a locality.
- Maximum group size - this is used to calculate and display the number of vacancies on the Beacon database.

5. Send an email to the Groups Advisers, copied to the Webmaster with the above information.

The Groups Advisers will add the new group to Beacon (our membership database), and create a list of members.

The Webmaster will add the new group to the List of Groups on the website and create a group webpage.

The Groups Advisers will then give you a password and username for Beacon, so that you can keep your list of group members and details up to date.

6.Compose the text for your group webpage and email it, plus any photos you want included, to the Webmaster.

He/she will create your group webpage, and can update it whenever you want to make a change.

However, if you wish to edit your group webpage yourself the Webmaster can give you permission to do this. You will need a Username and Password for Siteworks, the website system, and will need to familiarise yourself with the basics of group webpage editing (see How to edit your group webpage) .