Group Convenors' Handbook

Running a group

1. Planning the programme

Set an annual (or more frequently if you prefer) meeting to plan the programme.

2. Decide how to rotate or share jobs

Consider having several "Co-convenors" to share out the jobs e.g. to handle enquiries about joining the group, update the group details on the Beacon database, arrange venue hire and the collection of subs, or organise a programme for the year.

3. Keep a register of attendance at group meetings.

Keeping a register enables you to identify regular non-attenders who are blocking places for others.

4. Keep your list of group members on Beacon up-to-date.

When you have a new member to add to your group, either update your list of members on Beacon, or contact the Groups Advisers with the details. It is important to keep your list of group members up to date as it:

- ensures that those attending your group are members of u3a in Bath.
- enables members to see clearly where there are vacancies
- enables members to see clearly where there are oversubscribed activities suggesting the need for a new group
- is important for insurance purposes

N.B. For data protection reasons please check with individuals before sharing their details with other members.

5. Keep your group webpage up-to-date

Let the Webmaster know if you:

- Change your convenor, as he/she will need to update the Enquiry link for your group with the new convenor's email address, otherwise the previous convenor will continue to receive enquiry emails.
- Change your group status, eg from " open to new members", to " full with a waiting list".
- Change your venue or meeting time
- Need to change your group description

6. Paying for a venue

Agree what your 'subs' will be to cover your costs. When meeting in a member's home, the recommended amount to cover refreshments and on-street residential parking is about 50p-£1 per person. If you need to hire a room, agree an acceptable contribution per head, and who will be responsible for the hiring arrangement, collecting "subs" and liaising with the Treasurer to arrange payment.

7. Decide how you will communicate with members of your group:

- By using the Beacon messaging system which does not enable members to see each other's email addresses.
- By using your own and group members' personal email accounts. You will need the group members' permission to do this. You must always use bcc to hide members' email addresses from other recipients (unless all members of the group agree otherwise), and to minimise the risk of hacking and receipt of junk mail.
- Some groups prefer to communicate using a messaging app such as Whatsapp.

8. Please respond to the annual audit request from the Groups Advisers

Once a year (usually in January) the Groups Advisers will ask you for confirmation that your online list of group members and any waiting list are accurate.

9. Incident Reporting

If you or somebody at a u3a activity has an incident you can download an Incident Report Form from the u3a in Bath website. The completed form should be sent to the Secretary.