

## PEMBURY U3A GROUP LEADERS/CONVENORS

This advice sheet is designed to bring together all the relevant information to the organisation of our interest and activity groups.

### YOUR MEMBERS

- Only fully paid up members of Pembury U3A may join in the activities of our Interest and Activity groups. If you are in any doubt, either ask to see their membership card, or check with our Interest Groups Co-ordinator (Jane Gardner 823811 email: [groups@pemburyu3a.org](mailto:groups@pemburyu3a.org)) or our Membership Secretary (Rick Lawrence 825719 email: [membership@pemburyu3a.org](mailto:membership@pemburyu3a.org)) who can confirm whether that person is a member.
- Ask your members to provide you with contact details (telephone number, email address).
- Never give out contact details of your members without their permission. (see Data Protection and Data Privacy policies on Pembury U3A's website)
- If sending out an email to your members, always remember to blind copy them and in that way they cannot see every member's personal email address.
- If you have a situation where a non member turns up, advise Pembury U3A's Management Committee afterwards and establish whether permission has been given by the Committee ; if not, tell the non-member that in future, prior permission is essential to maintain your group's insurance cover. (see below under Insurance)
- If a member stops coming, try to find out why.

### GROUPS HELD IN OUTSIDE ACCOMMODATION

- If you are responsible for selecting a suitable venue make sure you consult the risk assessment checklist and the advice sheet which deals with accessibility for disabled members.
- Don't sign any hire agreement yourself – pass it to our Treasurer (Alison Wilkins) to deal with
- When you arrive, reassure yourself that everything is in place and as it should be. If you have any safety concerns do not continue if they cannot be resolved to your satisfaction.
- Make sure you know the postcode of the venue in case of an emergency.
- If your activity takes place in a workshop/outbuilding consult the risk assessment checklist for a workshop activity available on our website.

### INSURANCE for U3A INTEREST/ACTIVITY GROUP

The Third Age Trust's national insurance policy covers fully paid up local U3A members against all personal liability for damage or injury caused to any other member or a third party in the course of an authorised interest/activity group's operations. However, personal accident cover is **not** provided by the Third Age Trust. Thus, if, for example, a member is injured and this was not caused by you or another member, then the injured party has no claim other than on their own personal insurance.

If you arrange any outings for your group, the written details you give to members should include the following:-

***Members are advised that Pembury U3A will not accept responsibility for any injury or damage during the outing where this has not been caused by a U3A member. You are advised to take out personal accident insurance. Refunds will only be possible when the place is taken up by another member, or where part of the cost is not actually charged.***

If you have any other questions concerning our insurance, please read the policy on the Third Age Trust's website. [www.u3a.org.uk/advice/insurance-and-safety/216-insurance-overview](http://www.u3a.org.uk/advice/insurance-and-safety/216-insurance-overview)

### CHARGING/SELF FINANCING GROUPS

- All Interest and Activity groups must be self supporting financially.
- Members of the group should share in the costs incurred in the running of the group (ie photocopying, postage, materials, venue hire, guest speaker etc)

- All financial contributions should be collected by you, the Convenor and then passed through our Pembury U3A Account, via our Treasurer (Alison Wilkins, Oakdene, Webbs Orchard, Matfield, Kent TN12 7JF Tel: 01892 722081 email: [treasureru3a@pemburyu3a.org](mailto:treasureru3a@pemburyu3a.org) . This includes any invoices for hire of premises. Your expenses should be claimed back from the Treasurer.
- If a group is meeting in a member's house, then each member should donate 50p towards the cost of refreshments, lighting, heating etc. This does not have to be accounted for through the Pembury U3A Account.
- If a group needs to travel to a venue and they share a car, they should be invited to share the cost. Providing that the driver of the car does not make a profit and passengers and driver are sharing the true actual cost (about 40p per mile), this should not invalidate the driver's car insurance cover.

This table is a guide

	3 in car (including driver)	4 in car (including driver)	5 in car (including driver)
5 miles	70p each	50p each	40p each
10 miles	£1.40 each	£1 each	80p each
15 miles	£2 each	£1.50 each	£1.20 each
20 miles	£2.70 each	£2 each	£1.60 each

Remember

- Never open a bank account for U3A monies
- Never apply for grants
- Never put members' money into your personal account
- Give a receipt for cash received
- Get receipts for any expenditure

### PROBLEMS

- In the case of an accident which results in injury or damage to property, complete an accident form (ask the Group Co-ordinator for a copy or download from the website) or send a detailed report to the Committee, including details of witnesses.
- Remember that personal accident insurance cover is not provided by the Third Age Trust
- Should you have a difficult member whose behaviour is regularly disturbing other members of the group, go to your Interest Groups Coordinator for help.
- If you have a serious problem in a session, it is quite acceptable to ask a member to leave but contact your Interest Groups Coordinator as soon as possible after the session has ended.

### GROUP ORGANISATION

- Make sure you give sufficient information for group members to make an informed choice as to whether they wish to participate and then make their decision. This is particularly important if you are running a physical activity. You must not make the decision for them or exclude them from a particular activity
- Remind members if you are doing a physically active subject that they undertake this at their own risk
- If you are leading walks, have a look at the walk leader checklist available on our website
- If appropriate to your activity consult the Advice sheet on Licences which covers photocopying, recorded music, DVDs videos and performance, available on our website
- If you provide written material and use the U3A logo make sure it is correctly displayed. See the advice sheet which covers the use of the U3A Trademark available on our website
- Delegate where you can and spread the load.
- Use the resources available from the Third Age Trust:
  - The Resources Centre** – Tel: 020 8315 0199 email: [resource.centre@u3a.org.uk](mailto:resource.centre@u3a.org.uk)
  - Sources**, an educational journal, which is included with the direct mailing of Third Age Matters
  - Subject Advisors** – see website for details – [www.u3a.org.uk](http://www.u3a.org.uk)
- If you feel your group would benefit from having a particular item of equipment, consult your Groups' Co-ordinator in the first instance.

Remember : Live, laugh and learn but most of all, have fun!