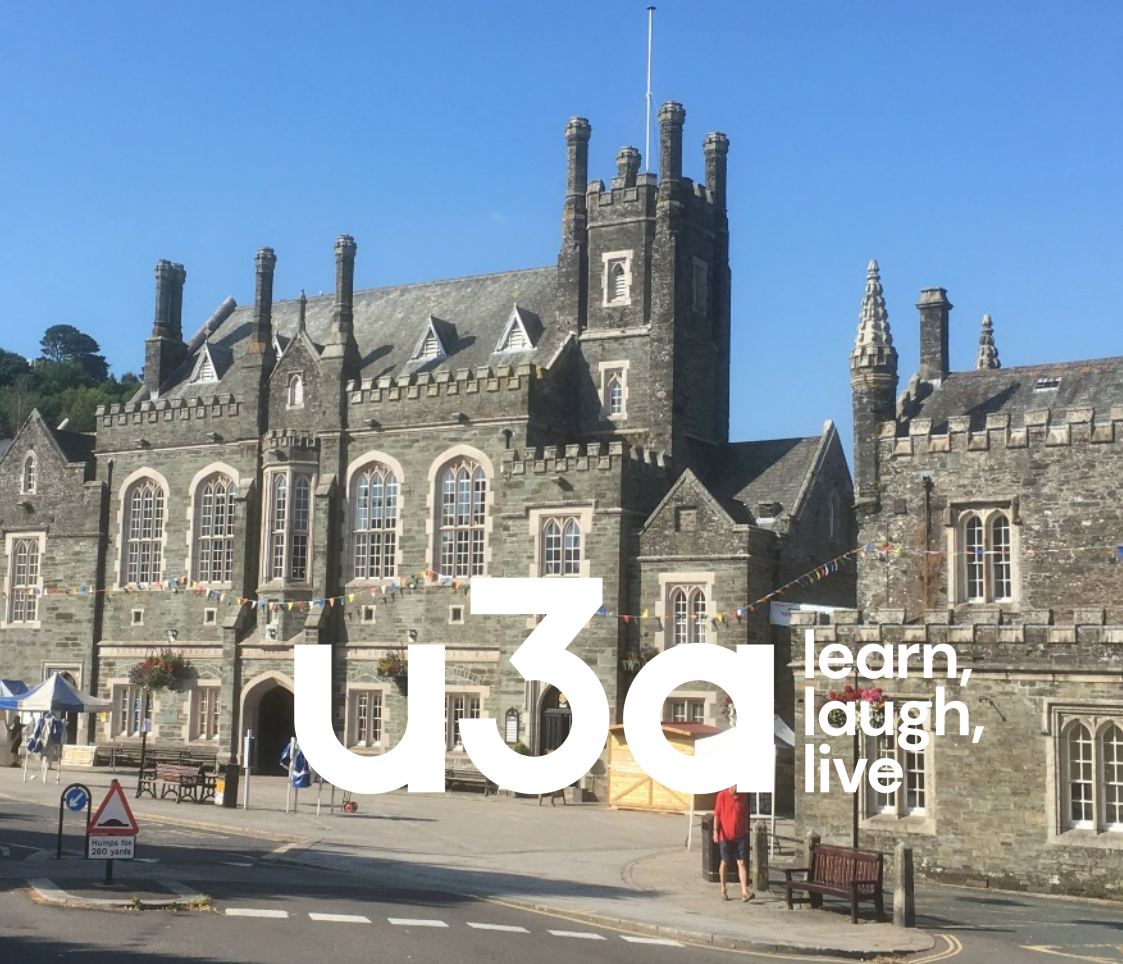


# Guidance for Group Leaders

Tavy District u3a



u3a

learn,  
laugh,  
live

# Guidance for Group Leaders

## Organisation

1. Group Leaders are to be members of Tavy District u3a.
2. Group Leaders should ensure that members have the following information:
  - Dates and venues for meetings.
  - Expected number and frequency of meetings planned.
3. Where meetings are held in private homes, groups do not necessarily have to meet in the Leader's home.
4. Where meetings involve activities that carry an inherent risk, such as cycling, walking on footpaths or on moorland or physical games, then in order to mitigate risks Group Leaders should ensure that:
  - Activities are planned beforehand, having regard to the nature of the activity, the terrain, weather, time of day and communications.
  - Group Leaders have drawn participants' attention to the recognised safe practices for that activity and ensure, as far as is possible, that such advice is followed.
  - A check is made that participants are properly equipped before setting off.
  - Suitable provision is made to call for assistance in the case of any accident or injury.
  - If a member insists on taking part having been advised not to by the Group Leader, the member should be advised that he or she does so at his or her own risk and is unlikely to be covered by u3a insurance.
5. In March, a list of those members who have renewed their membership of the u3a will be sent to all Group Leaders. Group Leaders should ensure that all participants are on that list and check whether participants joining subsequently are members of the u3a. Group Leaders are encouraged to use the Beacon online database to communicate with their group members. Training on its use will be given.
6. The Equality Act 2010 does not allow single sex or geographically restricted groups in organisations such as ours except in very limited circumstances to address a disadvantaged sub-set of members. If you are considering setting up such a group, you are asked to seek advice from the Chair or Secretary.

## Communications

1. Group Leaders are asked to inform the Groups Co-ordinator before the monthly meeting as and when the vacancy status of the group changes – ie. if places become newly available or the group becomes full. Please telephone, email or advise in person before the meeting starts.
2. It is advisable to nominate someone to communicate in the absence of the Group Leader.
3. Details of groups will be displayed at the monthly meeting.

4. The Beacon database can easily be used to communicate last minute changes. If you decide not to use this, a telephone network is suggested. Group members should be advised to check their emails prior to setting out for a group meeting, particularly when the activity is weather dependent. The few members who do not use email should be contacted by telephone.
5. Group members should have the telephone number of the Group Leader.
6. Group Leaders may ask the Chair to give out information at the monthly meetings. Articles for publication in the newsletter should be sent to the Newsletter Editor (whose contact details are given in the newsletter). Group Leaders should ensure that their group page on the website remains up to date – updates should be notified to the Webmaster (who can be contacted via the online form on the website).

## **Finances**

1. All groups should be fully financially self-supporting. Where any costs are incurred which result in overpayments by members the surplus should be returned to participants. Any cash held by Group Leaders on behalf of the group remains the property of the u3a. Group Leaders should not hold more than £20 at any one time without paying it in through the Treasurer.
2. It is recommended that group members pay 50p at each home to cover the cost of tea, coffee, etc.
3. Additional payment may be collected to cover other expenses such as printing, photocopying, postage, telephone calls, books, music and videos. This can, for example, be an annual donation of, say, £5 or an otherwise appropriate amount, or alternatively a price per sheet of copied paper, perhaps 5p but to be negotiated within the group.
4. Any money collected other than as itemised in 2 and 3 above is to be receipted and paid into the u3a account through the Treasurer as soon as reasonably practicable and an account kept. Note that:
  - Cheques should be made out to "Tavy District U3A".
  - All bills should be paid by the Treasurer. Group Leaders are not to pay bills from a personal account.
  - Expenses should be claimed from the Treasurer against receipts and, if necessary, recovered through a meeting charge.
5. Any contract for hire of a venue must be signed by one of the trustees. Participants' contributions towards the cost must be paid in to the Treasurer and the hire cost paid by the Treasurer. Groups that incur a regular hire cost are recommended to invite their participants' contributions annually and pay these in to the Treasurer at the start of the year.
6. Group Leaders may wish to use one of the TASS minibuses. These can be booked direct with TASS (01822 616958) but payment should be made through the Treasurer.
7. For exceptional items required, perhaps when starting up a group, an allowance of up to £50 is available from the Treasurer. Such items remain the property of Tavy District u3a.

## Insurance

1. Tavy District u3a is insured through the Third Age Trust, which carries Public and Products Liability Insurance. This is intended to indemnify the u3a and its members against compensation which they may become legally liable to pay for injury or damage sustained by a third party. It does not cover pure accidents to members.
2. The insurance extends to all venues used to run events, meetings etc., subject to the normal test of proven legal liability. It applies wherever groups hold activities, including members' homes. Home contents and u3a property is insured. If there has been any damage to your home as a result of a group meeting, it will be possible to make a claim. It also covers legal liability to others following incidents whilst using machinery/equipment owned by the u3a.
3. It covers illness, subject to proven legal liability through negligence etc. arising from meals/light refreshments provided by the u3a.
4. It covers outside paid speakers at general or interest group meetings.
5. NB. In law, the hiring of a venue cannot make the u3a responsible for all losses, injury or damage arising from defects in the property and/or facilities – these are the responsibility of the property owner.
6. There is a tour operator's liability section which covers things that might go wrong on a trip that includes overnight accommodation.
7. Insurance for cars shared by other members of the u3a is entirely the responsibility of the driver and passengers use car share at their own risk.

## Data confidentiality

Group leaders have a responsibility to treat personal data appropriately. Email addresses should be entered as blind (bcc) copies unless members have expressly stated that they are happy for their email addresses to be shared with other members of the group. Emails sent through Beacon do not show the addresses of other recipients. If any photographs are taken that might subsequently be published (for example in the newsletter), members should give their verbal consent at the time.

## Visitors

Visitors who are not members of Tavy District u3a are permitted to join a group for a single session only providing they pay a fee of £1 and complete a Temporary Membership Form. This does not apply to carers, whether formal or informal, accompanying members with special needs. Temporary Membership Forms are available from the Membership Secretary or Treasurer. The completed form, together with the fee, should be passed to the Treasurer.

