

u3a TEWKESBURY & DISTRICT (u3a T&D) - START A NEW GROUP – EXPLORATORY MEETING

- Once you have established a degree of interest, the best way forward would be to arrange an exploratory meeting at someone's home, a pub, or a coffee shop etc.
- Decide if a new Group is viable, inform the Groups Liaison Officer (GLO) of the decision and, if appropriate, consider advertising your first meeting and what to place on the website for your Group page.

Things to consider and agree before setting up a new Group

- What are your Group's aims?
- How are you going to organize yourselves and share jobs?
- When are you going to meet (day, time, frequency etc)?
- Where are you going to meet (an individual's home, or a communal venue)?
- Groups need to be self-funding and there must be a minimum charge of 50p per person per session attended – all Groups pay this levy as it helps toward our u3a admin etc costs.
- Costs such as use of a communal building must be covered by attendance fees. Over time attendance fees should, if possible, also help offset other costs like u3a funded equipment on continuous loan to the Group.
- Someone will have to be responsible for the recording and collection of attendance fees and then regularly paying them to our u3a Treasurer via the Bank. Please refer any rental contracts for community halls or other venues to the Treasurer who will attend to payments on your behalf. However, some venues require payment on the day of use.
- A record of Group attendance per session should be kept, as well as Group member contact details. (The record of attendance is also useful in the case of Fire etc at your venue, whilst member contact details may be needed should a meeting be cancelled at short notice).

Extra Advice for a Prospective Group Leader

- It is a good idea to have a Deputy – you may not be able to attend every Group meeting. It is also important that members support you in your role. Remember, we are all volunteers and there is no reason why one person should do all the work; that is not the u3a movement's ethos.
- u3a T&D has a duty of care to all its members to ensure that its activities take place in a friendly and safe environment and in a non-discriminatory manner. A risk assessment of the proposed venue and activity will be necessary.
- Consider members who may have any special needs eg access to a ground floor venue, or have limited visibility especially if your plans involve considerable viewing time etc.
- Remind yourself of the policies and procedures on our website.

Possible Start-up Funding from u3a T&D Committee (with receipts where practicable)

- For the exploratory meeting help with costs of hiring a room and light refreshment may be possible up to a limit of £30 overall. Costs can be claimed from the Treasurer.
- The 50p attendance charge will not be necessary for the initial exploratory meeting.
- If costs are likely to be in excess of this figure advice should first be sought from the Treasurer at treasurer@tewkisburyu3a.org.uk
- Reimbursement of out-of-pocket expenses incurred in setting up the Group (eg small items of stationery/printing costs) can also be claimed from the Treasurer.
- Requests for purchase of equipment should be submitted for consideration to the Purchase & Equipment Officer at equipment@tewkisburyu3a.org.uk