

## Being a Group Leader Advice and Checklist

First of all, thank you for being a Group Leader in FWDu3a. Our Groups are the centre of our activities and could not operate without volunteers like you. Most Group Leaders find their role rewarding, enjoyable and fun – although at times a little frustrating. But, there is lots of support for Group Leaders – just ask if you want some help.

The main thing is to welcome new members and to support them in getting the most from your group.

Here are eight things that you should do: use these as a tool if you are a new Group Leader or as a reminder if otherwise.

### Group Leader Responsibilities in Brief

1. Keep a register of attendance at your group. This will be needed later.
2. Welcome newcomers to your Group but check that they are eligible to join.
3. Communicate regularly with your group and to the rest of the u3a.
4. Understand and keep compliant with the General Data Protection Regulation (GDPR).
5. Look after any money or equipment involved in running your group in the right way.
6. Think about safety and accessibility when running your group by having a risk assessment record when appropriate especially whilst Covid-19 rules and regulations apply.
7. Always look for extra help and support in your role from Committee members or other group leaders.
8. Understand and embody the Principles of the u3a Movement.

### These tasks in more detail:

### Contacts

### Timing

1. **Keep a register of attendance at your group**

2. **Welcome newcomers to your Group but ensure they are eligible to join**

2.1	Confirm newcomers are members of FWDu3a.	Membership Secretary	As required
2.2	Members of Tendring District u3a are eligible to join Groups in FWDu3a.	Membership Secretary	As required
2.3	Follow up members who have not come for several meetings	Group members	
2.4	At the beginning of each year you will need to check that members have renewed their membership. If not, encourage them to re-join. If they are unwilling to do so they should be removed from your register and are not eligible to attend Group sessions.		April

### **3. Communicate regularly with your group and the rest of FWDu3a**

3.1	Check that the description of your group shown on the website is correct. If changes are needed please send them to the Groups Coordinator	Groups Coordinator	At formation of your group and following any changes
3.2	Ensure all members of your group have regular communications from you by email, face-to- face and/or by phone.	Group Members	
3.3	Provide information and articles for the Website and bulletins	Newsletter Editor Website Editor	As required

### **4. Understand and keep compliant with the General Data Protection Regulation (GDPR)**

4.1	FWDu3a holds personal data of its members to manage membership and communicate with members. Details are in the FWDu3a Data Protection and Privacy policy documents on the website – or ask for a copy	Committee	
4.2	Personal information (including telephone numbers and email addresses) of a member must not be shared with other members without explicit permission from the member. <i>[The use of .bcc in emails prevents</i>		

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*members seeing each other's email address]*

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4.3 Any device (Computer, tablet etc) holding personal information of group members should be protected with a password

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4.4 If you, as a Group Leader do not use email, you should confirm whether you are willing for your phone number to appear on the website

Groups  
Coordinator and  
Webmaster

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## **5. Look after any money or equipment involved in running your group in the right way**

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5.1 Many groups have no equipment and no costs associated with running the group (e.g. those meeting in members' homes). n.a.

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5.2 Any money collected for group activities is the property of FWDu3a and must be accounted for. Hon Treasurer

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5.3 A small payment (typically 50p per attendee) may be made to the host to cover the cost of tea/coffee and this does not need to be accounted for.

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## **6. Think about safety and accessibility when running your group**

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6.1 Groups holding meetings in external venues should review the ***Venue Risk Assessment Checklist*** on the national website: [u3a.org.uk](http://u3a.org.uk)

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6.2 Walking Groups should review the ***Walk Leader Risk Assessment Checklist*** in this folder and on the national website: [u3a.org.uk](http://u3a.org.uk). and also take account of other guidance (e.g. Highway Code). Other outdoor groups (e.g. Cycling, Flora & Fauna, etc) should apply the recommendations in context.

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6.3 The u3a has liability insurance which covers all u3a Groups. Details can be found in this folder and on the national website: [u3a.org.uk](http://u3a.org.uk)

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6.4 Complete an ***Accident Report Form*** Groups Coordinator  
asap for any injuries sustained during a  
u3a Activity and send it to the Groups  
Coordinator straight away.

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**7. Always look for extra help and support in your role.**

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7.1 It is helpful to identify a deputy who  
can run your group when you are  
away.

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7.2 Getting more people involved in  
running your group helps to share the  
work and develop new Group Leaders  
for the future.

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**8. Understand and embody the Principles of the u3a Movement**

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8.1 Be familiar with the Principles of the u3a  
Movement [this folder](#)

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**Other Information**

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Beacon Coordinator	<u><a href="mailto:WebMaster@FrintonWaltonAndDistrictu3a.org.uk">WebMaster@FrintonWaltonAndDistrictu3a.org.uk</a></u>
Groups Coordinator	<u><a href="mailto:Groups@frintonwaltonanddistrictu3a.org.uk">Groups@frintonwaltonanddistrictu3a.org.uk</a></u>
Hon Treasurer	<u><a href="mailto:Treasurer@FrintonWaltonAndDistrictu3a.org.uk">Treasurer@FrintonWaltonAndDistrictu3a.org.uk</a></u>
Webmaster	<u><a href="mailto:WebMaster@FrintonWaltonAndDistrictu3a.org.uk">WebMaster@FrintonWaltonAndDistrictu3a.org.uk</a></u>
Newsletter/ Bulletin editor	<u><a href="mailto:Vicechair@FrintonWaltonAndDistrictu3a.org.uk">Vicechair@FrintonWaltonAndDistrictu3a.org.uk</a></u>

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<b>Approval &amp; Updates</b>	<b>By</b>	<b>Date</b>
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