Ashby u3a. Becoming a Group Leader

Introduction

The Group Leader's task is not an onerous one. Ashby u3a currently has 30 groups being successfully led by one or more Group Leaders. Many Leaders have led for several years so it can't be that difficult! However, you aren't committed to lead forever, some groups regularly change their Leader to share the task around.

Basics

Firstly a Group Leader is a person who co-ordinates the group's activities. Groups may wish to have more than one Leader or even a small committee to share the task.

Primary Duties of a Group Leader

a. Firstly the Leader needs to communicate with their group members and with the Groups Co-ordinator.

b. The Leader needs to agree, with the rest of the group, when and where they are going to meet and agree a programme of activities for the next few weeks or maybe for the whole year. If the group has a committee of leaders then it is up to them to distribute the duties as they see fit.

c. The Leader needs to keep a list of the members in their group and some basic contact details for them (full details are available from any Committee member) and to check at least yearly whether they are still paid up members of Ashby u3a. i.e. have they got a valid membership card.

d. If the group collects an attendance fee, e.g. to pay for speakers, hire of the venue or to pay for trips out, then the Leader should keep a record of monies collected and who from. At the end of each year the Treasurer will want a simple statement of how much money was collected, what it was spent on and how much is left in the kitty. Large accumulated amounts should be passed to the Treasurer to be banked. Money must not be put into personal bank accounts. Monies collected by cheques or bank transfers should be payable to the Ashby u3a bank account.

e. If the group is hiring a venue then the Leader should liaise with the venue over the hire agreement. This can be referred to the Groups Co-ordinator if there are any difficulties. Ashby u3a will pay for the hire of premises up to a pre-determined amount. Contact the Groups Co-ordinator for details.

f. The Group Leader should make themselves aware of Ashby u3a's policies on conduct, equality, data protection, use of member's houses etc. A full list of Policy Documents can be found on our website. Printed copies can be provided on request.

g. The Group leader should provide the time, venue and any relevant details of known future meetings to the webmaster (webmaster@ashbyu3a.co.uk) for inclusion in the website and monthly newsletter. A brief report of the previous month's activities sent to the webmaster are also useful for keeping the general membership informed about the group.

Duties that can be devolved or delegated

The Leader does not have to be the teacher/trainer/instructor for a learning group. Another member of the group could do that if they are better able to do it.

The group doesn't have to meet at the Leader's house. It can be any member's house or it can move around from house to house, or it can be at some other premises. It is up to the group to decide where they meet.

The Group Leader does not have to be the actual collector of any monies, another member can do that, but they must keep records as described above.

Insurance

Ashby u3a has an all-risks insurance provided through the Third Age Trust (our organising body) which covers us for third party damage, loss or theft by any member.

Help

If, as a Group Leader, you need any assistance, the first port of call is the Groups Co-ordinator (interestg@ashbyu3a.co.uk). They can advise you, or refer you to someone who can help you resolve any problems with running the group.

Group Leaders Handbook

There is a Group Leaders Handbook which explains just about everything in much greater detail than can be provided here.

This document was implemented on 11/2024

Next review date November 2025