

Guide to Leading a Group?

Most groups virtually run themselves or need minimal time investment

How many can lead a group?

Groups can be led by **1 person, 2 people, or more**

Sharing tasks makes leading a group very easy!

- Some/all members could have the same tasks for each meeting e.g. refreshments
- Some/all members could take turns to organise activities for each meeting

Then the onus doesn't fall on just the 'Leaders'

What is the purpose of Group Leaders?

- The key role is facilitator and contact between your group and the committee
- They do not have to do everything for the group, nor be an expert

What do Group Leaders have to do?

- Arrange date, time and place for meetings of the group
- Plan & arrange the activities of the group
- Communicate these to members of the group by e.g. email/WhatsApp
- Arrange refreshments if wanted

Also

- Maintain a list of members & check that they are up to date members of MM u3a
- Record income and expenditure, if any
- Inform Groups Coordinator of significant changes
- Carry out necessary Health & Safety checks, ask the Groups Coordinator

Do I need any qualifications or special skills?

No but a computer/tablet/smart phone would be a help to communicate with your group

Finances

Groups must be self-financing & non-profit making

Money can be held for your group by the treasurer who can also make payments for you.

Excursions

Excursions are for u3a members only & visitors to u3a on 1 of 3 free taster sessions

When do Group Leaders meet together?

At occasional Group Leaders' socials

At a Thank You lunch in October

Where can I find more information?

Contact the Groups Coordinator on groups@u3ameltonmowbray.org.uk

How do I become a Group Leader?

Contact the Groups Coordinator on groups@u3ameltonmowbray.org.uk