



Melton Mowbray U3a
GROUP LEADERS PACK OVERVIEW

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Many groups virtually run themselves or need minimal time investment

How many can lead a group?

Groups can be led by **1 or more people**

Sharing tasks makes it 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

What is the purpose of Group Leaders?

The key role is facilitator and contact between your group and the Committee

What do Groups 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
- Arrange refreshments if wanted
- Pay group expenses e.g. room hire
- Take a register at meetings & record income and expenditure, if any
- Advise members to have ICE (emergency contact) numbers on their phones/person
- Carry out appropriate Risk Assessment (See below)

Please also

- Check members are u3a members (see their badge/ask Groups Coordinator)
- Write a description of the Group for the website (see website for examples)
- Occasionally Report activities for Newsletter/Facebook page (photos with permission)
- Inform Groups Coordinator of significant changes in the Group

Do I need any qualifications or special skills?

No. A computer, tablet or smart phone would help to communicate with your group

Finances?

See next page

Visitors?

Visitors to the u3a can attend up to 3 taster sessions & these can be to any group or Monthly General Speaker Meeting. That's 3 visits in all, in any combination. After that they need to become members of the u3a.

Guide to Leading a Group continued

When do Group Leaders meet?

At occasional Group Leaders' socials & at a Thank You Lunch in October

Christmas Tree Festival

The u3a enters a Christmas Tree in the St Mary's Christmas Tree Festival & your Group & others may be asked to produce Christmas Tree decorations for this

Foyer displays at general u3a meetings

Each month, except December & January, a group puts on a display to show their group's work and to attract new members. This is usually a creative group, but any group may

What if?

Too few members?

- Put an article in the Newsletter/our Facebook page
- Display a notice at the Groups area at General Meetings
- Talk to the Groups Coordinator who will actively promote your Group

Too many members?

- Keep a waiting list & tell the Groups Coordinator about it
- Try to split the group under a new leader from your existing members
- Put an article in the Newsletter/our Facebook page for helpers
- Display a notice at the Groups area at General Meetings

Suggestions & Problems

Contact the Groups' Co-ordinator or any member of the Committee
Feedback and input are always welcome.

Who runs MMu3a?

MMu3a is run by a committee of volunteers

Please see <https://melton-mowbray.u3asite.uk> to find out more

For more information

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

See the Melton Mowbray u3a website <https://melton-mowbray.u3asite.uk>

See the National u3a website <https://www.u3a.org.uk>

Groups must be SELF-FINANCING & NON-PROFIT MAKING

**Members of the u3a CANNOT be paid for services to the Group/u3a or have any financial benefits e.g. free tickets etc. These should be shared among the group
It is advised NOT to pay using your own funds. If you do you do so at your own risk.**

Groups in Houses

Can take an at-cost payment from each member to cover refreshments

Groups in Hired Venues

The booking must be clearly understood to be on behalf of u3a.

Can take at-cost payments from each member to cover Room Hire & Refreshments.

Can collect say, quarterly in advance to simplify things.

Can pay the venue directly or via the u3a Treasurer.

Larger Amounts

Groups can operate on cash basis but are strongly discouraged from holding more than £300 cash. Larger amounts should be handed to the Treasurer (usually at General Meetings) to bank. The money is ringfenced for that Group only & the Treasurer can pay Venue Hire etc from it.

If a Group Disbands

Monies & Assets accumulated by a group belong to MM u3a and must be returned if the group disbands. They will be ringfenced for the group, for an agreed period of time, in case the group restarts. After that they will go into MM u3a General Funds.

Responsibility

Group Leaders bear an equal responsibility with the Committee for ensuring safe custody of member's money.

NEVER

Never open a bank account for the Group

Never put u3a money into your own account

Insurance

Melton Mowbray u3a is covered by the insurance provided by The Third Age Trust. Please see the following documents on the national u3a website

www.u3a.org.uk/advice:

[Insurance FAQs](#)

[Insurance Overview](#)

[Insurance Cover Note 2025](#)

If any activity is being considered that might not be covered, this should be discussed with the Committee, who may contact the National u3a Office for advice.

- Carry out the appropriate Risk Assessment (see below) for the type of activity
- Ensure that members know where the exits and assembly points are
- In evacuations, no one should leave the assembly pt until all are accounted for
- Take your register with you to ensure that everyone is present
- Ensure there is enough space to work safely if working with sharp equipment
- Advise members to have Emergency Contact numbers on their phones/person
- Fill in an [Accident report](#), when necessary, & send to Business Secretary to file
- Ensure everybody is a member and always check when any new faces arrive
- If a member stops coming, try to find out why
- If you have a difficult member who is regularly disturbing other members of the Group, ask the Groups Co-ordinator for help. Don't take action yourself

Manual handling

Think about manual handling in advance to avoid injury to yourself and others. Do not do manual handling if you cannot manage it. Ask other members for help.

Lone volunteering

E.g. opening/setting up a venue. Ensure someone else knows where you are & when you should be back. Know who to contact in the event of an incident or accident & have e.g. your mobile phone with you. Avoid activities at height e.g. using a ladder.

Disabled members/visitors

Disabled members or visitors are welcome. If they need a carer, their carer must be with them at all times and will be covered by the insurance. Group leaders are not responsible for people who can't manage for themselves.

Risk Assessments

Carry out the appropriate Risk Assessment for your activity. Venues used for meetings/events may already have their own risk assessment. These should be seen and where mitigations have been identified, please ensure they are actioned.

[Risk Assessment FAQs](#)

[Online based risk assessment checklist](#)

[Home based risk assessment checklist](#)

[Venue based risk assessment checklist](#)

[Day trip risk assessment checklist](#)

[Holiday travel risk assessment checklist](#)

[Walk leader risk assessment checklist](#)

[Outdoor sporting risk assessment checklist](#)

[Workshop Activity Risk Assessment Checklist](#)

[Personal member risk assessment](#)

Privacy & Data Protection



All personal information collected is subject to Data Protection Laws and should not be shared without the explicit permission of the group member.

Please see the [Privacy Policy](#) and [Data Protection Policy](#) or contact the IT Administrator if you have any data protection queries.

Kindness & Consideration

Melton Mowbray u3a strives to be safe, informal friendly & welcoming.

Please see [Kindness and Consideration](#) Policy

Copyright

If you are producing documentation for your group, it is very easy to breach copyright laws.

MM u3a has a Copyright Licence, which covers some activities.

Other licences are available (e.g. to print copyrighted sheet music) at a cost.

There is much available on the internet which is not Copyrighted.

If you have any concerns or queries, please contact the Business Secretary

Email: secretary@u3ameltonmowbray.org.uk or any other committee member.