

Kings Norton and District U3A

Interest Group Guidelines

Revised 16.01.2023

Preparation for the first meeting

- Be aware of data protection when sending emails, preferably using Beacon. If you send emails through your own system use the Bcc facility.
- Discuss venue, frequency of meetings and possible day and time with members. Responsibilities for the venue, refreshments, talks, communication etc. could be shared out.
- Inform us of the venue, dates and time of your meetings before you start, taking accessibility issues into account. Provide a brief description of what the group will do.
- Decide how much time/expertise you will realistically be able to offer and what you will expect of the group members.
- Find out what help is available. There are National Subject Co-ordinators that can give advice and a Resource Centre where you can register as a borrower at www.u3a.org.uk/resources

At the first meeting

- Prepare a Risk Assessment Form for home meetings or check that a hired venue has one.
- Discuss the purpose of the group, the skills and resources available and decide on a method. Agreement needs to be reached on content, the level at which the group will work, the process (practical, theoretical) and the delivery (discussion, instruction, presentation).
- Methods can be:-
 1. lectures
 2. taught sessions with participation
 3. shared presentations
 4. prepared discussions
 5. skills teaching
 6. fieldwork or trips
- Find out what knowledge and expertise already exists in the group and how they can be used.
- Discuss how learning will be shared, especially if there is no prior expertise. Encourage wide participation in the group.
- The u3a is a self-help organisation where expertise is shared among members. Normally, payment for speakers only occurs at the General Meetings. Please approach the committee if you need further advice about speakers at Interest Group Meetings.

- Keep a register for each meeting, checking that new people are u3a members.
- Where appropriate, issue a programme of meetings, discussing plans with members. Ask for a member of your group to act as a Deputy Leader.
- Where groups meet in homes, members may offer 50p towards refreshments, at the host's discretion. For materials used, such as art supplies, the cost will be shared by the group.
- Fill in a Risk Assessment Form if the meetings take place in your home, particularly if you are using electrical equipment such as sewing machines or tools, or dangerous chemicals. If an accident occurs fill in an Incident Report Form and pass it on to the Chairman.
- If you book a hall (a Venue List is available), set a fee to cover the cost at a suggested rate of £3 per meeting and tell the booking clerk to invoice our Treasurer. Send the money each month, preferably by bank transfer, to the KNu3a account (the Treasurer will give you details) or pay directly into the KNu3a account at a bank. Email the IG name, dates and number attending to the Treasurer. He will accept cash with an expenses form if necessary. The cost of refreshments does not need to be recorded and petty cash up to £25 can be kept. Check there is a Risk Assessment in place, study fire drill instructions and note any hazards.
- When out on trips, it is customary for those accepting lifts to offer around 25p per mile towards travel expenses, dependant on the number of passengers and the increase in fuel prices, or pay for the cost of entry fee/ refreshments/ parking etc. Members should have their personal details on them, with any relevant medical information, allergies and emergency contact numbers.
- Large items of equipment should be requested from the Committee, in writing, through the Interest Group Coordinator. Please include the preferred make/ model and expected cost.
- Put any changes in time, venue or membership list of your group onto Beacon. Your Group is advertised on our website, please update the details when they change.
- Please consider whether a venue is suitable for those with a disability. We have a duty of care towards our members but they are expected to participate independently, unselfishly and with respect for others.
- Contact the IG Coordinator or the Welfare Coordinator if you have any concerns about the health or wellbeing of a member.
- Attend Group Leader meetings, participate in any Open Days or Showcase events.
- Photographs (with permission) or articles for the KN&D Newsletter would be welcome.
- Let the IG Coordinator know if you have vacancies that could be filled from the South Birmingham Network and keep a record of members from the other u3as.

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Welfare Coordinator Jane Evans knwelfare2022@gmail.com 0121 605 1036

Treasurer Chris Locke cbl.143@virgin.net