



Managing Existing Groups



Q *What are the responsibilities of Group Leaders and Group Members?*

A All group members whether they are a leader, tutor, host or guest have a duty to engage with the group however possible. To take part and participate for the benefit of the member as well as the group as a whole. Wherever possible they should also assist or contribute to the programme planning and organising of trips, events, speakers or regular venues.

Q *Our group has enough members at this time and cannot take new members due to venue constraints. Who needs to know?*

A Let the Group Coordinator know so that the Web site and Beacon can reflect this.

Q *Is there a waiting list of members wanting to join my group?*

A The Group Leader should liaise with the Group Coordinator to ensure that they are aware of any members wanting to join. New members should be invited in the date order they requested to join as soon as space is available.

Q *We have spaces and could take more members, who do I tell?*

A Make the Group Coordinator aware of how many spaces are available and, assuming there is no one waiting, your group will be listed on the Web site under 'Groups Seeking New Members'. This is an excellent place for members to look at the groups that have capacity and brief details about the meeting times and general aims of the group.

Q *Who is responsible for the information on the Web site?*

A The information published is the responsibility of the Group. Updates should be sent in the first place to the Group Coordinator who will edit your group accordingly on the Web site. It is your responsibility to ensure the details reflect the nature of your group accurately.

Q *We have a space and I have been informed of a member who would like to join by the Group Coordinator. What do I do?*

A If you have been given contact details then send an email or telephone the new member and welcome them with encouraging words, outlining and confirming the next venue at which they will be invited to attend. Make them aware of any agreed costs that they may be expected to contribute or books / materials they will be expected to purchase to complete the course. These details should not be left until the first meeting but made transparent from the outset. Attach any programmes if you have them.

Q *One of my members has a friend who is also a member and would like to join, should I let him/her?*

A If you have space and there is no one on the waiting list then of course they would be welcome to join but let the Group Coordinator know. No member should jump the queue if there are others waiting.

Q *What if he/she isn't a member?*

A If he/she doesn't intend becoming a member of our U3A then they can't join a group as they won't be covered by our insurance. If their membership is pending then they can attend once as a guest until approved.