



New Group Starter Sheet



So you want to start a new Group for the benefit of Reigate & Redhill U3A?

First of all a big thank you for considering becoming part of our team of group Leaders. Groups are what make us successful so you are greatly appreciated, however you may have lots of questions so this is a help sheet that hopes to answer some of them for you.

Q *I have an idea or see a need for a new group but don't know where to start?*

A Speak to the Group Coordinator, about your ideas and what you have in mind. A brief email message outlining your thoughts to groups@RRU3A.org.uk will soon get a discussion going.

Q *How do I advertise my new group?*

A The Group Coordinator will organise this for you. A 'Proposed' Group will be created within the Beacon database, added to the 'Proposed New Groups' on the web site 'as well as 'Groups Seeking New Members' lists. We'll also add you to the folders that are viewed at the Monthly Friday Meetings and the New Members Meetings. In addition there will be an A4 poster put on the boards on display at monthly meetings.

Q *How do I get members?*

A If your group is to accommodate an oversubscribed existing group the members on the waiting lists will be offered the first opportunity to join your group. Others will request to join from the promotions we'll activate including a news item on our Facebook page, the big screen presentation shown at the Monthly Meetings, email bulletins from our communications officer and web submissions.

Q *What happens next?*

A You decide on a suitable date and place to invite the interested members, supplied by the Group Coordinator, to an inaugural meeting so the group can decide how you would like to move forward? Please see [Inaugural meeting questions.pdf](#) for some suggestions. Then feedback your decisions to the Group Coordinator and you're nearly ready to go.

Q *We've agreed a date for our first meeting, how do I prepare?*

A If you are hosting, prepare cups and biscuits for refreshment and get ready to welcome your members. The first thing you need to do, if it wasn't agreed / discussed at your inaugural meeting is to make sure everyone knows what costs are likely to be incurred if any, other than the National U3A recommendation of 30p [or 50p if you think that's more appropriate] to recompense the host for tea & biscuits. These could include any room hire fees, trips, photocopying or resource materials. Make a list of members including ICE numbers if this hasn't been supplied by the Group Coordinator beforehand. Agree an agenda or program for the next few meetings. Have a look at the [Guidelines for New Group Leaders](#) Document and print out the [Accident Report Form](#) to have available should the need arise.

Q *I need help?*

A Tell the Group coordinator what type of help you seek. There is help available from a variety of people and places. We want your group to be successful so we'll do all we can to make that happen.

Q *I have a question not covered above?*

Answer: Contact the group Coordinator groups@RRU3A.org.uk