

Procedure when forming a new group.

1. Consult your General Coordinator to check if group has been in existence or if there is a Waiting List for one like yours.
2. Decide if you want interested members to meet at a drop in or contact you directly.
3. Create a notice to advertise group and its aims on website and in Links. Include:-
 - Name of group
 - Aims
 - Frequency/location /time of meetings
 - How interested members should get in touch – meet at drop in (date) and or contact you directly.
 - Your contact details – phone/email
4. Send copy of notice the general co-ordinator who will advise on rewording if necessary and forward to LINKS (links@sheffieldu3a.org.uk) and the Website (web@sheffieldu3a.org.uk).
5. When numbers are sufficient assemble interested would-be members – front room, café, pub, Drop-In, U3A meeting room in Victoria Hall (for Drop-In please advise Drop-In Manager in advance). Remember all group members MUST be members of U3a. Members can attend 2 meetings before deciding to join.
6. Agree and finalise:
 - venue, meeting frequency, times, number of members
 - costs (eg, rent, post) and charging (eg, refreshments, materials)
 - ways of communication (phone/internet). If necessary appoint member to be internet buddy.
 - expectations from group members, code of conduct within the group (more important than you think! Confer with General Coordinator if necessary)
 - Appoint a deputy
7. Determine if possible whether or not you will need a bank account: consult the “Groups’ Finances” guide for Coordinators on the Coordinators’ Page on the SU3A website
8. Familiarise yourself with the rules which apply to INSURANCE for SU3A groups – consult advice page on “Insurance” on Coordinators’ Page on SU3A website
9. Registration:- when group is formed submit details for registration. Submit via general co-ordinator to groupsdata@sheffieldu3a.org.uk as this will ensure a correct entry on the website and in Links. Include:-
 - Coordinator’s name and telephone number
 - Deputy’s name and telephone number (if poss)
 - Venue where group meets
 - Meeting times and day e.g. Tuesday morning fortnightly
 - Group’s name
 - Email for the group (usually the coordinator’s)
 - Second email if poss (usually the deputy’s)
 - Cost per meeting/annum/quarter
 - Post code of the group’s venue
 - Whether there are vacancies
 - Group’s activities. This is one or two paragraphs describing what the group does. It goes on the website for prospective members.

Once meetings are decided and your group registered, consult with your group about setting-up needs, if any, (grants are available within reasonable limits).

ONGOING REQUIREMENTS

1. Every year check that you check all your members have renewed their U3A membership!
2. When your Group is full, maintain a waiting list and when the number on the waiting list reaches five, inform your General Coordinator. Also check that 'vacancy' tag is removed from group listing.
3. Inform general co-ordinator of any changes to group leader/deputy/venue or contact details
4. Finally, have a look at the Group coordinators page on our website – filled with useful information on such topics as; insurance, finance, operating a group etc.
http://sheffieldu3a.org.uk/group_coordinators'_page.html

Any problems or queries email or phone your General Coordinator: