



New Mills and District U3A

Group Leaders' Pack

New Mills and District U3A continues to be popular with our ever increasing membership. This success is the result of the large number and wide variety of its interest groups, covering many areas from academic subjects, through social events to physical fitness. These groups reflect the knowledge and dedication of the voluntary group leaders and coordinators, consistent with the 'self-help' ethos of the University of the Third Age. The groups' value to their members is the continuation of their 'life-long learning' alongside the many friends that they make. New groups in new areas of interest are always welcomed.

This pack provides helpful information to group leaders / coordinators to enable their autonomous running of their groups with the minimum of administration. It also includes accident forms and insurance disclaimer forms (for non-members) to meet legal requirements. The pack is updated as required by the Groups Coordinators.

On behalf of all our members, thank you to all group leaders / coordinators for giving your time, efforts and enthusiasm, thus ensuring the continuing success of our U3A.

Ann Apps (Chair, New Mills and District U3A)

CONTENTS		
SECTION 1	Launching and Running a Group	page 2
SECTION 2	Room Booking and Payments	page 4
	Venues for Meetings	page 5
SECTION 3	Groups and the Internet	page 6
SECTION 4	Equipment and Resources	page 8
SECTION 5	Groups' Information	page 9
	Schedule of Group Meetings	page 10
SECTION 6	The Committee	page 11
SECTION 7	Groups' Coordinator Job Description	page 12
SECTION 8	Insurance information	page 13
SECTION 9	Forms	
	Accident Report	page 14
	Attendance	page 15
	Group Contributions	page 16
	Insurance Disclaimer	page 17
	Membership Application	page 18

Note: In the following sections of this pack, the term 'leader' is used rather than leader/coordinator and denotes the member of the U3A responsible for the group.