



New Mills and District U3A Group Leaders' Pack

SECTION 5 – Groups Information

For the effective running of the U3A, a certain amount of up-to-date information is needed to be maintained. In addition, information on current membership of groups is a requirement of our status as a charity and to conform to insurance requirements.

1. Finance

- 1.1 Group contributions. If money collected at group meetings is paid directly to the treasurer, there is no need to maintain a record – the completed receipts should though be retained. The payment form allows for up to 4 payments to be recorded but over this time a leader should maintain a record until the payment is made and receipted.
- 1.2 Where groups pay for some of their meetings direct, a cash book system of receipts and payments should be maintained. Discuss with the treasurer.

2. Attendance

A simple record is required of attendance at each meeting. This is an insurance requirement in the event of any subsequent claim on the U3A. This is not required centrally and need only cover the past 6 months.

3. Membership

A central database is maintained of groups' membership. Its prime purpose is to facilitate contact of relevant members in the event of a leader or a member becoming unexpectedly disposed. You will be asked from time-to-time by your committee contact to check and amend information currently held.

4. Groups' Information Sheet

A Groups' Information Sheet is issued to new members and is included in every other issue of the Newsletter. This provides members with the necessary information for contacting group leaders. Please inform the Groups' Coordinator as soon as possible if there are any changes to the contact details or to the schedule of meetings.

Note: it is not necessary to report isolated ad hoc changes to meetings though it is a good idea to signal these on the News page of our web site.