**Hucknall & District u3a Guidance Notes for Group Leaders**

**Introduction to Interest Groups**

Thank you for agreeing to organise an interest group. We are sure you will find it very rewarding. It is often said that interest groups are the life blood of the u3a and each group will develop its own structure. However, it is important that your group follows the u3a ethos of shared, participative, and self-help learning. Learning is by the members, for the members.

**These notes are intended to give general guidance and if you have any concerns or need advice, please contact the Groups’ Co-ordinator.**

**Membership Administration System – Beacon**

The u3a uses the Beacon system to maintain records of membership and groups in order to comply with General Data Protection Regulation (GDPR). Group Leaders are encouraged to make use of it, or ensure their own records meet GDPR.

**Register of Attendance & u3a Membership**

Group Leaders are encouraged to keep a register of attendance.

They should check that members of their group are valid members of the u3a. The simplest way to do this is by using Beacon.

Except as noted below, individuals who are not members of the u3a are not permitted to attend group meetings. The exceptions to the non-member rule are:

* Individuals who are contemplating joining the u3a can attend for one “taster session”
* Members from other u3as in the Nottinghamshire area can attend if there is space, with the Group Leader’s permission.

**Financial**

Groups should be self-funding.

Incidental expenses incurred by Group Leaders may be reclaimed from the group’s reserves by submitting an Expenses Claim Form to the Treasurer.

(The form is appended to this document).

**Health & Safety**

Members must accept personal responsibility and are required to act in a manner which does not place at risk the health or safety of themselves or others.

Some group activities are inherently more dangerous than others and Group Leaders are encouraged to do Risk Assessments which are appropriate to their group. Template Risk Assessments, which may be a useful guide, are appended to the Risk Management Policy, available on the Hucknall & District u3a Website.

Accidents must be reported as soon as possible in accordance with the Risk Management Policy.

**Insurance**

The u3a carries the following insurances:

* Public Liability Insurance
* Equipment Insurance, whilst stored at a member’s home and at other premises if it is kept in a locked cupboard or room when the premises are not in use by the u3a.
* Home insurance for damage to the property of any member whilst their home is being used to host a u3a event.

NB: The u3a does not carry personal injury insurance.

**Copyright & Performing Rights**

The u3a holds the following licences. Please ask the Group’s Co-ordinator for advice if any of these apply to your group:

* Copyright Licensing Agency to cover modest reproduction of copyright material for u3a use only.
* PPL PRS Ltd to play music in public.
* Motion Picture Licensing Company Ltd to permit audio visual content to be screened in public.

**u3a Policies**

Several u3a Policies appear on the Hucknall & District u3a Website and Group Leaders are encouraged to acquaint themselves of the content of these.