

Day-to-day running of the Group

Attendance Register and Fees

Remember to collect the attendance fee from each member at every meeting - the attendance register can include this aspect. The attendance register should be submitted to the Treasurer on an annual basis, and all records will be retained for a period of 6 years. The register can be submitted via the GLC along with a brief report on the Group's activities during the year, for inclusion in the AGM documentation.

Where meetings are held in other public venues, you are still required to collect a nominal £1 per attendee to cover u3a public liability insurance costs.

From the total amount of attendance fees collected, you may take monies for routine expenditure (refreshment expenses etc). Details and receipts, if possible, of this expenditure to be shown for audit purposes.

The net, collected, monies should be passed on to the Treasurer once you have collected over £50, and you will be provided with a receipt for such payment - this receipt should be kept with the register, to assist with your accounting record. You may pay such monies online (contact Treasurer for our bank details), in person (for example, at the general monthly meeting) or by post to him/her. You are not recommended to retain more than £50 of u3a monies at your home address, as there may be insurance implications.

If, as a group leader, you want to purchase items for your group where the cost is likely to be more than £25, permission to do so should be sought from the committee beforehand. Contact either the Group Leaders' Co-ordinator or other committee member to seek permission, which is unlikely to be refused. The approval of the purchase can then be recorded in the committee minutes as the items bought can be added to our list of capital items.

You should keep a record of all expenditure, to assist with accounting procedures.

Incident Reporting

Should there be an "incident", happening during one of your sessions, whether it involves physical injury / damage or other, it is recommended that an 'Incident

Report Form' be completed and submitted to the Committee via the GLC, detailing circumstances of the incident. A specimen form is at Annex B.

It is recommended that you be made aware of any individual health problems of any Group member at the start of your Group's sessions.

Members are asked to carry with them, at all times, their membership card which should detail their "Emergency Contact". So, in the event of any problem you are not at a loss as to who should be contacted immediately. A reminder to your members to that effect would not go amiss!

Please contact the Group Leaders' Co-ordinator, should there be any difficulty or problem with the running of your Group. We are very appreciative of your initiative and willingness in becoming a Group Leader and remember that you will be given every encouragement and support in the running of your Group. As part of that support, twice a year there will be a Group Leaders' meeting at which you are given the opportunity to air your views and express opinions or concerns.

Help for running your group

Remember that help/assistance in running your Group is always available, either locally or by using the Resource Centre at the Head Office of u3a, which is grossly under-used. Details of this facility is always shown in the Third Age Matters (TAM) magazine, and you may also access it via the u3a website - you may borrow items such as books, cassettes, CDs, DVDs etc free of charge other than for postage costs. Loans of such equipment (which may be booked in advance) are usually for a 3-week period, but this period may be renewed if necessary. Over 90% of u3as use the Resource Centre for such materials to support and enhance their classes. Group Leaders are recommended to register on the national u3a website (www.u3a.org.uk) so that you may research the catalogue of items available.

Remember also that Bolton u3a is a member of the Northwest Region of u3a's, who organise workshops and study days in the area, and details of such events are always advertised in the TAM magazine.

Also, a network of Greater Manchester u3a's has been formed which also runs similar events at a more local level. There have also been instances of neighbouring u3a's successfully 'sharing' courses whereby members of both u3a's attend and get involved in the participation - this is to be encouraged as it helps to ensure that the group's attendance figures are maintained at a viable level and the networking encourages the exchange of ideas for meetings.

Group leader should follow the following guidance

- Ask to see the venue's risk assessment document and ensure your session adheres to the information therein.
- As group leader it is important to understand the venue's emergency procedures and establish the location of the emergency exits.
- The group leader should also be aware of the venue's alarm signals. Are there different ones for fire, bomb threat, intruders?
- Confirm on which days and time practice fire alarms are sounded and inform group members of these emergency procedures at the start of the meeting.
- Establish where the venue's first aid equipment is located and who is the venue's nominated first aider.
- If problems occur within the venue the group leader should contact, in the first instance, the venue's manager/ representative to resolve the issue. If this approach is unsuccessful then advise Bolton u3a's venue co-ordinator by email at venuescoordinator@boltonu3a.org.uk

Safeguarding Policy

A feature of modern life is the need to be aware of safeguarding issues which may arise and affect members' welfare. U3a has a general duty of care to its members but does not have any statutory authority in this regard.

If it is observed that a member is showing signs of distress or voices concerns about personal abuse they have experienced, especially between other members, then a tactful discussion, in a private space, is required.

The Branch has compiled a policy guide on this subject with an associated report form to be completed in the event of issues being raised by members or observed by Group Leaders.

The report form is at Annex D and following completion, the issue should be reported promptly to the Group Leaders Coordinator or the Chair of the Branch Committee, for support and agreed further action.