

## **u3a in Bath**

### **Some useful tips for running a group**

#### The first get together

Setting out the 'ground rules' is vital.

At the first meeting you must make some decisions to help you get off the ground – these may well change as you settle down.

Group members should all share in the responsibilities of running the group, and keeping the records up to date. It is not fair to ask one person to take on everything.

#### Make an agenda

1. Compile a contact details list, and decide who will keep it up to date.
2. Appoint a Convenor who will be the contact between the group and the Groups Advisers.
3. Decide where to meet. You may rotate between members' homes, always meet in one home, or hire a community room.
4. Decide the frequency of your meetings.
5. Agree what your 'subs' will be. The recommended amount for a host is 40p or 50p per person, but if you have to pay rent then someone needs to be responsible for the hiring agreement, and liaise with the Treasurer to arrange payment.
6. Consider how your learning is going to take place. The u3a is a co-operative and mutually supportive organisation, not a service provider with courses delivered by experts. Some groups may require at least one member with particular expertise, while other groups will enjoy working together from scratch.

Successful groups share the learning, which might be by:

- a seminar
  - a discussion, perhaps introduced by one member
  - a demonstration and shared expertise
  - following instructions together from a book, magazine, YouTube or DVD
  - asking the occasional expert to provide some input (but you may need to pay a fee, so do not do this on a regular basis)
  - arranging a visit
  - using a published course (there are many in the Resource area of the national u3a website: [www.u3a.org.uk](http://www.u3a.org.uk) you will need to register to access this area but it is easy and painless]
7. Is your group going to be open ended, or are you following a course that will have a definite end.
  8. Planning the programme, is another job! Set an annual (or more frequently if you prefer) planning meeting, this may take the form of an AGM or be less formal.
  9. Decide whether you rotate jobs; if you make a change in convenor or contact details at any time, don't forget to contact the Groups Advisers and the Newsletter Editor.
  10. Finally, complete the Group Details Form and send a copy to the Groups Advisers.

#### FOR MORE HELP -

The Third Age Trust has a very useful publication called 'More Time to Learn – Non-formal learning in the U3As'. The Groups Advisers at: [groups@u3ainbath.org.uk](mailto:groups@u3ainbath.org.uk) have several hard copies, which you may borrow, or you can download it or order one free of charge from the Online Shop section of the website: [www.u3a.org.uk](http://www.u3a.org.uk)