

U3A in Bath

How to set up a new Group

Members of the U3A in Bath offer a wide range of groups and activities of all types but we are always interested in new ideas! New groups start in a variety of different ways –

- Someone may have a brilliant idea
- Two or three people may discover a shared interest not already catered for
- Occasionally we get inspiration from other U3As
- A current group is full and we need to start another

Whatever the impetus, the first stage is finding other like-minded members and then getting together to get going – working together is what the U3A is about and it is really very simple!

Step 1	Send the Newsletter Editor a notice for the ‘Groups Forum’ Include your idea and contact details
Step 2	Arrange a get-together, maybe after a monthly meeting at the Pavilion, or at home, or a pub or coffee shop
Step 3	Decide: <ul style="list-style-type: none"> • What your aims are • When you are going to meet • Where you are going to meet • How you are going to organize yourselves – remember to share the jobs around • You will also need to think about costs, if you meet in members’ homes then a small payment should be made to the host (about 50p is recommended), if you meet in a community building where you have to pay a fee, then you will need to decide on a subscription to cover these costs and make arrangements to pay them via the treasurer
Step 4	Download a group details form from the website, complete it and return it to the Groups Organiser either by email or by post to 93 Englishcombe Lane, Bath BA2 2EH
Step 5	Email the Newsletter Editor to give him details to include in the monthly Newsletter
Step 6	Write an entry for the Website using this format: <ul style="list-style-type: none"> • What – to describe your group • When – to explain when you will meet • Where – to give details of your venue And email it to the Webmaster
Step 7	Whoever is responsible for the membership list should collect contact details for each member: Name / address / phone / email / U3A membership (it is important to check this each year) It is also a good idea to keep a register of attendance
Step 8	Learn – Laugh – and Live!