

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, it is not fair to ask one person to take on everything.

Make an Agenda: Initial jobs will include:

1. Compiling a contact details list, and taking responsibility for keeping it up to date
2. Appointing a convenor who will be the contact between the group and the Groups Organiser
3. Deciding where to meet, will you rotate round members' homes; always meet in one home; hire a community room.
4. Deciding the frequency of your meetings
5. What will your 'subs' be, the recommended amount for a host is 40p or 50p per person, if you have to pay rent then someone needs to be responsible for the hiring and liaising with the Treasurer to arrange payment
6. How is your learning going to take place - *The notion that an 'expert' will deliver a 'course' should be discouraged. U3A is a co-operative and mutually supportive organisation, not a service provider*
Successful groups share the learning, it might be by
 Seminar,
 Discussion, maybe introduced by one member
 Demonstration and sharing 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 – 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 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 which will have a definite end
8. Planning the programme, 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. Will you rotate jobs, if you make a change in convenor or contact details at any time, don't forget to contact the Groups Organiser and the Newsletter Editor
10. And finally, completing the group information form for the Groups Organiser.

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 Organiser has several hard copies, which you may borrow, or you can order one free of charge from the Online Shop section of the website: www.u3a.org.uk