Group Convenors Support Pack

1. GENERAL INTRODUCTION AND A THANK YOU 2

2. THE GROUPS COORDINATOR: HE/SHE IS HERE TO HELP YOU! 2

3. GOOD PRACTICE 3

4. MANAGING YOUR GROUP 4
   - 4.1. Keeping a list of Group Members 4
   - 4.2. Booking Rooms and Venues 5
   - 4.3. Contact with your Group 6
   - 4.4. Using Paid Tutors 8
   - 4.5. General Meetings at Carlton Pentecostal Church 8
   - 4.6. Group Convenors Meetings 9
   - 4.7. Keeping your Webpage and Beacon up to date 10
   - 4.8. Articles and Photos for the Newsletter, Website & Facebook 11
   - 4.9. Handling Money 13
   - 4.10. Insurance 14
   - 4.11. Health and Safety Awareness 15
   - 4.12. Equality, Diversity and Inclusion 16
   - 4.13. Copyright 17
   - 4.14. Charity Status and what that means 18
   - 4.15. Activities Report 19
   - 4.16. Data Protection 19

5. DELEGATION 20

6. APPENDICES 21

1. General Introduction and a Thank You

Firstly, a thank you from your Committee for taking on, or considering taking on, the role of Group Convenor, as this role is vital to the successful functioning of our u3a Interest Groups.

Please be assured that this role should not be too onerous, and support is always available via your Groups Coordinator and your Committee.

You are probably taking on this role because you are interested in the activity that the Group will be engaged in. Please note that you do not need to be an expert - Group Convenors come in different guises:

- You may have decided to take on the management of the Group, leaving others in the Group to provide the expertise
- You may be providing the expertise for the Group but would like others to take on the more administrative tasks
- Carlton and Gedling u3a uses an on-line system called **Beacon**, which has been designed specifically for u3a's to help make it easier to manage Interest Group activities and to send emails to Group members.
- You may decide to use the knowledge of an outside expert (see 4.4).
- Or you and your members may just all be 'in it together' and want to share out the various tasks

Above all, be aware that there is plenty of help available. In the first instance this is from the Groups Coordinator (see 2), but also from any member of the Committee, especially those in specialist jobs such as Treasurer, Web Manager and Newsletter Editors.

From an early stage try and be clear about the objectives and content of your Group's activities. This may take the first few meetings to establish, in consultation with your members. Be prepared to seek feedback from time to time and make ongoing adjustments.

2. The Groups Coordinator: he/she is here to help you!

Role
To oversee and support the ongoing activities of existing Groups and to facilitate the sourcing and development of new Groups and Group Convenors.

Who
See the Committee page on the C&G website

Responsibilities

- To provide on-going support for new and existing Group Convenors
- To facilitate the pooling of ideas between Group Convenors
- To encourage ideas that may lead to new Groups being formed
- To encourage u3a members to participate as new Group Convenors
- To advise on timetabling of Group activities for maximum participation
- To provide Groups with information about alternative venues
- To help Groups with additional publicity when required
- To facilitate Group Convenors Meetings once or twice a year
- To carry out a statistical survey on membership participation in Groups at least every two years
- To liaise with the Committee on all aspects of Interest Groups.

3. Good Practice

Ensure as far as possible that your Group complies with Carlton & Gedling u3a Constitution, Charity Law, Data Protection policies and any other relevant legislation or regulations (check with the Business Secretary or the Chair if you need information on these)

- Be aware of Equality, Diversity and Inclusion (see 4.12).
- We need to make sure that all members feel welcome, and enable them to join in, including people from minority ethnic Groups, people who are disabled or disadvantaged and people on small incomes.
- Try and ensure that a member's right to equality and free speech does not offend other people (e.g. in Discussion Groups)
- Should you have a difficult member, whose behaviour is regularly impacting on your Group, seek help from the Groups Coordinator.
- If you have a serious problem in a session it is quite acceptable to ask a Group member to leave but do advise your Groups Coordinator thereafter.
- A member should not be permanently excluded from a Group without consultation with the Groups Coordinator and the Committee.

4. Managing your Group

4.1. Keeping a list of Group Members

You should maintain a list of the members of your Group in Beacon, as described in the Beacon User Guide, section 5.4. This will give you easy access to their contact details and enable you to send emails to the whole Group.

- Keep a register of members attending each meeting of the Group. This may be required for insurance purposes, and once a year may be requested by the Groups Coordinator.
- A suggested registration template is shown in Appendix A.
- You can download a list of your Group members from Beacon as a pdf or an Excel spreadsheet which can be used to create your own registration document.

New Group members

- When a member joins your Group ask to see proof of membership. If they are already a member of Carlton & Gedling u3a you will be able to add them to your Group in Beacon (or they may already have done this themselves through the Members Portal).
- Someone who is not a u3a member may come to 2 taster sessions at one Group, or 1 taster session at each of two Groups, but they should be asked to pay any essential costs for the one-off meeting (e.g. a share of the room hire for that meeting).
- If they then want to come again, they need to join u3a and pay membership. Ask to see proof of membership.

Members of other u3a's

For new Groups and Groups that need people to make up a minimum number, members of other u3a's can attend for 3 meetings as visitors after which they need to become Associate members of our u3a.

They can join the group as long as:

- You clear it with the Groups Coordinator
- You have proof that they are a current member of another u3a
- Their u3a does not have a similar Group
- They retain their membership of the other u3a (unless they join Carlton & Gedling)
- They can attend only one Carlton & Gedling Interest Group
- They are not allowed to attend Carlton & Gedling General Meetings
- It does not prevent one of our members being able to join the Group.
- They may have to be asked to stop attending if the Group gets too big

If you have members in your Group on a regular basis who are not members of Carlton & Gedling u3a, please send their name and contact details to the Beacon Admin who will add them to your Group as a 'Guest'. This will enable you to communicate with them as and when you make any contact with your Group via Beacon.

Checking your list of members

- Occasionally check in Beacon that everyone attending your Group meetings is listed in your Group. Members that have not renewed their membership for the current year will be shown in red during June and July.
- If a member has not renewed by the end of July their membership will be "Lapsed" by the Beacon Admin and they will no longer appear in your list of members. Please bring this to the member's attention if they come to a meeting and ask to see proof of membership once they have had the chance to re-join. You can then add them back onto your list of members.

  Tip: you can check if a Lapsed member has re-joined by attempting to add them to your list of members – if they have not re-joined you will not see their name in the "Add member by name" drop-down list.
- It is a good idea to check from time to time that members still wish to be included in your Group and remove them if not.

Size of Group

Only you and your members can judge what is a comfortable size for the activity that your Group undertakes

- If your regular Group size is declining, and especially if this means your chosen venue is too large or too expensive, please talk to the Groups Coordinator. Be prepared, in this instance, to undertake some extra promotion (General Meeting, website, newsletter), or to redefine the purpose of the Group and generally to 'think outside the box'.
- If your regular Group size is getting too large, firstly consider if an alternative venue would be the answer (it might increase members' monetary contributions). If not a sufficient solution, please talk to the Group Coordinator.
- Carlton & Gedling u3a has a policy not to close a Group to new members or have waiting lists for Groups (as some u3a's do) but instead might suggest splitting the Group in two.

4.2. Booking Rooms and Venues

Refer to the **Venues List** in Beacon, as described in the Beacon User Guide, section 5.7

Choice of venue is largely a matter of common sense as you will be the person to judge its suitability for the activity you are undertaking, particularly with regard to:

Accessibility (see our Accessibility Policy)

Need for Wi-Fi

Access to power points

Access to refreshments (purchased or in a kitchen)

- Small Groups may wish to meet in a member's home – if this is one person's home check with them regularly that they are still happy to host the meeting. Alternatively agree to rotate around each other homes, bearing in mind that there may be some members who do not wish to host for whatever reason (which is quite acceptable).
- If the venue chosen is a pub there usually is no charge, but please encourage your members to buy drinks/coffees to help relationships with the landlord/lady.
- If the cost of the venue is relatively small, it can be paid each time you meet and can be covered by the contribution set for members to pay each meeting, the monies can be managed within the Group (see 4.9).
- If the cost of the venue is getting larger, and/or if it needs paying in advance (e.g. community centres who tend to wish to invoice on a three-monthly basis) you will need to consult at the outset with the Groups Coordinator and the Treasurer.
- When booking a venue, even without a fee, get written booking confirmation if possible just in case there is an issue at any time in the future.
- For Groups that meet at the same place/time monthly, remember to keep your bookings up to date well in advance to ensure your time slot does not get taken.
- If you decide to use a venue that is not on the Beacon Venues List please consult your Groups Coordinator in advance.
- Please note also that if you are using a public venue for regular meetings that Carlton & Gedling u3a do not already use (not all the venues in the Venues List are used by us), then you need to ask the Groups Coordinator or another Committee Member to visit it with you and make the very first booking / sign the contract and general approve its use.
- If you wish to use Carlton Fire Station for meetings your Group will need a key card to access the venue. Please contact Coleen Bee (07450 938 777) for further details.

4.3. Contact with your Group

Keeping in Contact

- For a new Group, in particular, it is advisable to keep in close contact with members between the first few meetings, e.g. emails to remind them of the next meeting date, etc.

- Cultivate a good dialogue with the point of contact at the venue that you use.

Your Contact Details

- Group Convenors should ensure their contact details are clearly shown on their Display Boards at the General Meeting.
- We do not display personal email addresses on the Website or the Newsletter. However, where Convenor's names are shown in blue underlined text on your Group webpage, people may click the link to send messages to you without seeing your email address.
- As Group Convenor you should be prepared to receive emails or phone calls from your members; apologies for non-attendance, queries about content, dates, venues, etc., and from other u3a members enquiring about your Group (including at the General Meetings).

  For this reason it is important that you let the Web Manager know precisely what contact details you (and any deputies) are prepared to be public on the C&G website.

Members' Contact Details

- Generally, you should not publish individual members' contact details in the newsletter, even if they are hosting a Group session.
- Members of a Group can be asked to give their express permission to share their contact details with each other.
- Otherwise, all contacts should be via Group Convenors. The protocol for sending emails to Group members is via Beacon to ensure total privacy,

Emailing your Group

- You should send all email communications to your Group via Beacon, as described in the Beacon User Guide, section 6.1 This way you do not have to keep physical or online address books, and the system automatically ensures totally privacy as email addresses are not shared around, even accidently.
- If for some reason you need to send an email to your Group using your own email account, use 'blind copy' so that addresses are not shared and the 'reply to all' function is not available for responses.
- For Groups where dates or venues are variable, a reminder email in advance of each meeting may prove useful.
- For members that do not have email, try to find another member that they know well or who live close by to relay messages.

Meeting Changes

- Should the details of a meeting change at the last minute, or be cancelled, you need to be prepared to contact all your members quickly, by phone if possible, to advise them of the change.
- If there is a possibility that members or visitors might turn up for a meeting that has been cancelled or taking place somewhere else, you should delegate someone to meet them at the advertised time and place and head them off.

4.4. Using Paid Tutors

The policy agreed by the Committee in December 2022 is in principle to allow paid tutors as long as:

a) Paid tutors are the exception rather than the rule

b) Contracts (whether implied or formal) are for services and do not constitute contracts of employment

c) Each case is approved by the Committee

The few teachers that are used to provide otherwise non-existent skills have to be Self Employed (always ask to see and take a photocopy of their certificate of self-employment) and they are paid a nominal fee or honorarium. Such payments are made by the Group Convenor from monies collected from Group members.

- To support you and to ensure that we have covered the u3a's requirement with regard to Tax and Insurance, we use an 'External Paid Tutors' Agreement which has to be signed annually; see Appendix F. The Groups Coordinator will assist you with this, both for new Paid Tutors, and ongoing with the annual renewal.
- You will be required by the Treasurer to show the records you are keeping with regard to monies in and payments out to a tutor (see 4.9)
- To ensure that your accounts are transparent, use the **Group Ledger** facility as described in the Beacon User Guide, section 5.5.

4.5. General Meetings at Carlton Pentecostal Church

Tables

- The Theatre and Trips Groups have tables every month from which to sell tickets.
- There are several tables available for any Groups who wish to display their notice board, sign-up sheets, any props that advertise the Group and to meet members to discuss joining the Group or to sell tickets for any events the Group might be organising.
- You and your Group may take a table, without prior arrangement, at any General Meeting.

- Try to have a presence at the table between 10:00am and 10:30am, and during the coffee break. The room is open at 9:30am to set up.
- On a rota basis organised by the Groups Coordinator, you may be asked to take a table probably about once a year with the specific intention of giving your Group some focused promotion. Please take this opportunity to use the table for displaying photos taken during the year, display props (e.g. craft items, sports equipment, card and board games, musical instruments) and have a few Group members with you to help.
- You may also be asked to promote your Group by giving a brief announcement from the platform. You (and/or another member of your Group) should give a description of your Group's activities (topics covered in the past, places visited, routes for walks or bike rides etc) and also try to give a flavour of the ambience (studious, fun, chatty, friendly, co-operative, etc).
- You should attend a minimum of 2 General Meetings a year in addition to your designated one.

Noticeboards
The Groups Coordinator can provide you with a Notice Board.

- This is particularly for use at the General Meetings, but you may also wish to display it during your regular meetings
- Use the Board to display, at minimum, your contact details and the date of the next Group meeting/s
- You may also wish to display photographs of past Group activities or posters to advertise future events; see example template in Appendix C.
- If you are promoting a particular event which is open to a wider audience than just your Group members, you should have a Sign-Up Sheet; see Appendix B.
- If you or cannot man your table at the General Meeting, you may arrange to have your board and a sign-up sheet on display for anyone that would like you to contact them at a later date.

Meeting Cancellation
If the weather or driving conditions are bad on the day of a General Meeting, there is a possibility that the meeting may be cancelled. If that happens we will post a very obvious notice on the website and email all our members. If in doubt, please check those before setting out from home. If you do not have an email address, you may ring our u3a number 0778 742 7200 and speak to a member of the Committee.

4.6. Group Convenors Meetings

Once or twice a year there is a meeting is for all Group Convenors and their deputies

The purpose of these meetings is to share information and ideas with other Convenors, to receive and give feedback between Groups and Committee Members,

to learn about any new initiatives that the Committee is exploring, to receive information about Regional or National activities that might be appropriate, to listen and learn and generally to share any successes, worries and celebrations

Whenever possible you should try to attend these meetings or send a deputy in your place.

4.7. Keeping your Webpage and Beacon up to date

Who: Web Manager / Beacon Admin
see the Committee page on the C&G website

Initial Set-up
When your Group first starts up, ether you or the Groups Coordinator will need to provide the following information for the Web Manager / Beacon Admin:

- Name of the Group
- Name of the Group Convenor(s)
- Nomination of which phone number(s) should be shown in the website and calendar
- Frequency of meetings, e.g. 1st Monday of the month at 2:00pm
- Meeting Venue
- Date of the next meeting
- A brief description of the Group's activity

This information will be used to:

- Create a page for your Group in the C&G website
- Add your Group details to Beacon
- Provide you and any nominated deputies with a Beacon user account

Once everything is set up . . .

Group Webpage
You should regularly supply information to the Web Manager to keep your webpage up to date, fresh and inviting. Group webpages are not just an information board for your members or even our u3a, but are an advertisement to the outside world (one that we know brings in new members).

Information that you may wish to have on your webpage could include:

- A longer description of the Group's activity as it develops
- Promotional articles about future activities or meetings
- Articles and photos from previous meetings and events (see 4.8)

Calendar
You should add details of all future meetings to your **Group Schedule** in Beacon, as described in the Beacon User Guide, section 5.3.

It is important that you do this as the information about your meetings is used to generate the Master Calendar on the website and the diary extract that goes in the Newsletter each month.

You and any nominated deputies that have been added as a Convenor in Beacon will receive an email once a month with the draft calendar page for the next newsletter. You should check that the details for your Group schedule are correct and make required changes in Beacon before the Newsletter Deadline.

4.8. Articles and Photos for the Newsletter, Website & Facebook

Who: Newsletter Editors / Web Manager - see the Committee page on the C&G website

Use of the Newsletter, the Website and Facebook to promote your Group is encouraged.

- The Newsletter is issued around the 2nd Thursday in the month and the deadline for submitting articles and photos is the last Thursday of the previous month. However, it helps if you can submit earlier to avoid a last minute rush of items for inclusion.
- Group Convenors receive an email reminding them of the deadline a few days beforehand. The deadlines are also listed in the previous month's Newsletter and in the Calendar on the website

Articles, Photos, Posters, Adverts, etc. are best emailed to the Assistant Newsletter Editor and the Web Manager from the **U3A Officers** page in Beacon, as described in the Beacon User Guide, section 9.3.

Tick the boxes next to 'Assistant Newsletter Editor' and 'Web Manager' and use the message template called **Newsletter – News Item**.

- Articles and other text items are best sent as attachments to the email.
- Alternatively, short articles can be sent as text in the body of the email.
- Photos should not embedded into documents because it can be difficult to extract them. They should be sent as attachments or copied directly into the u3a OneDrive folders; see Appendix G.

Article Format
Please try to keep article submissions for the Newsletter to less than 300 words. Longer articles (which can include links to other online information) can be submitted for the website and referenced in your Newsletter article.

- Keep documents as a simple text without using fancy layouts or formatting. The Newsletter Editors and Web Manager will choose an appropriate format to best suit the item using the space available.
- If using *Word* or similar please format text in Calibri 14pt with "single" line spacing and "6pt after". You are encouraged to use Newsletter Article template Word file which can be downloaded from the Convenors page on the C&G website.
- Do not include members' personal email addresses in your articles as they can be picked up by spambots.

Please Note:

- *The Newsletter Editors and Web Manager have the right to cut down articles due to space constraints and to veto for any article or photo considered not in keeping the u3a ethos.*
- *If you wish to use the Newsletter to publish details of any non u3a activity (concert, event, appeal, etc.), this should only be done with the express permission of the Chair and this will be given only in rare instances.*

Photos
Photos for the Newsletter and Website should be of high enough resolution to avoid the pictures being pixelated or blocky, but not so large as to cause problems with storage or sending by email. (Please see the guidance in Appendix G).

When published, photos may be cropped to suit the space available.

Facebook
Carlton & Gedling u3a has 2 pages on Facebook; a public one and a members only one. These are a good place for posting photos of your Group's activities, especially when you have more photos that there would be space for in the Newsletter and Website. This is something that your Group members without access to Beacon access can do.

However you should encourage your Group members to send some of the photos to you so that you can forward them for the Newsletter, Website and our photo archive.

Note: please make sure that anyone in your Group posting to Facebook has made sure that everyone in the photos is happy for the pictures to be posted.

4.9. Handling Money

Who: Treasurer - see the Committee page on the C&G website

General Good Practice

- Never open a personal bank account for u3a purposes.
- Never put members' money into your own bank account.
- Give receipts and avoid cash wherever possible.
- There are card readers available that can be used to collect payments from members. Please speak to the Treasurer if you would like to able to use a card reader for any of your meetings or outings.
- Obtain receipts where possible when you make payments.
- Personal credit cards should not be used to finance Group activities. If this poses a problem for you, you should consult the Treasurer for guidance.
- Groups that need to hire rooms, etc. should aim to be self-financing. If a Group does not have sufficient income to cover room costs, this should be reported to the Groups Coordinator and the Treasurer.
- If the cost of the venue is relatively small, it can be paid each time you meet and can be covered by the contribution set for members to pay each meeting, the monies can be managed within the Group.
- Keep a small float as your membership will fluctuate from month to month and on occasion you will be in surplus, whereas another month there might be a deficit. Be open with your members, and when necessary increase (or decrease) the contribution you are asking from them, either as a one-off or ongoing.

Large Payments and Payments in Advance

If the cost of the venue or an external tutor is substantial, or if it needs paying in advance (e.g. community centres who tend to wish to invoice on a three-monthly basis) you will need to consult at the outset with the Groups Coordinator and the Treasurer.

- In these instances it is more advisable for the venue to invoice the u3a.
- All monies collected from your Group members should be handed to the Treasurer together with a Session Payment Register (see Appendix D).
- You should also ensure that sufficient money has been passed to the Treasurer to settle the account.

When collecting money in advance to pay for visits, theatre tickets, coach hire, etc. give yourself plenty of time (say 3 months) to get money in, e.g.

1st month: Announce event via newsletter and at the General Meeting

2nd month: Collect money upfront at the meeting

3rd month Purchase tickets, coach, etc.

- All monies collected up front should be passed to Treasurer for payment to the Outings Account.
- Use the Expense Claim form to request the Treasurer to raise a cheque to pay for expenses incurred
- If a discount or free place is offered to the organiser of outings/visits, the value is to be shared equally between the people taking part in the event. It must not be kept solely for the outing organiser.
- If the event is a holiday or something that involves an overnight stay, people wishing to have a single room must be responsible for the cost of the single room supplement.
- It should always be made clear that payments in advance, whether a deposit or full fee, represent a commitment and are non-refundable.
- Where members are unable to attend try to find substitute members to pay for those tickets from the original purchaser, either from your Waiting List or by advertising the availability in the Newsletter, Website and at the General Meeting.

Keeping Records
It is a requirement that all Convenors keep records of their Group's income and expenditure using the Beacon Ledger, as described in the Beacon User Guide, section 5.5.

- If no money is collected or spent by the Group (e.g. the Group meets in a pub and everyone buys their own drink), then all that is required is a single "**nil transactions**" entry once a year. Under all other circumstances all monies in and out must be entered into the Ledger and supported by receipts (see Appendix K).
- Convenors should meet with the Treasurer at regular intervals to go through the Beacon Ledger and petty cash and to hand over receipts.

For further guidance on recording your Group finances and on managing payments for Group trips and outings, please refer to Appendix L.

4.10. Insurance

Insurance cover is provided by the Third Age Trust: this is comprehensive and covers most conceivable misfortunes.

- Insurance covers all paid-up Full and Associate members of u3a, and any visitors who are attending a meeting/visit on one of their 2 allowed taster sessions.

- With regard to money held by Group Convenors in their home, the insurance covers £1000
- Group Convenors and members are automatically covered for public liability insurance via our membership of the u3a Trust, but not for personal injury if there was deemed to be no liability (i.e. no negligence, purely accidental) and not for personal loss of own property (this is likely to be covered by home insurance). Nor does it cover Travel Insurance.
- When a Group is being run or taught by an External Paid Tutor the u3a insurance continues to provide cover for the u3a members, but not for the Paid Tutor. Group Convenors and the Groups Coordinator must ensure that Paid Tutors have their own Public Liability Insurance and have provided the appropriate and up to date documentation.
- If damage is caused to a property by a member of the Group, take full details as it may in future be the subject of an insurance claim.

Please refer to the u3a Insurance Overview for further details or the cover provided by the Trust.

4.11. Health and Safety Awareness

Be aware of Health & Safety Best Practices. This applies particularly to Walking, Visits, Birdwatching and other outdoor Groups who should ensure that members are suitably equipped. Some sporting activities may require footwear that gives some protection.

- Walk leaders should always check the route themselves before taking members on a walk.
- Higher risk activities require more detailed planning. Few Groups will fall within this category but if using power tools or protective clothing, for example, then more careful preparation and risk assessments may be required.
- Whenever you use an indoor venue for your Group, be aware of fire exits and fire procedures. Your venue should also have in place a venue risk assessment which you can ask to see if you feel necessary.
- In principle it is not appropriate for dogs, children or young adults to attend any Carlton & Gedling u3a meetings. Other than assistance dogs, the national insurance policy would not cover any dog-related incident.

Electrical Equipment

- Any electrical equipment used by your Group in public places should be well maintained, and (visually at least) safe.
- If you would like it to be inspected or PAT tested by an electrician, this can be organised; ask the Groups Coordinator if you are not sure who to ask.

PLEASE NOTE that if you are using your electrical equipment in the Carlton Fire Station it must be PAT tested annually.

First Aid
From time to time the Committee will organise First Aid Courses. If you have not already attended one take this opportunity of either attending yourself or asking one of your Group to attend.

- The Groups Coordinator can provide Group Convenors with a small, basic first aid pack to carry.
- It is not a requirement of the u3a that trained first aiders are available.
- Having done a first aid course does not put any extra level of responsibility onto the shoulders of participants for the health of others.

Accidents & Incidents
Accidents and Incidents during Group meetings/outings must be recorded on an Incident Report Form (Word and pdf versions available); see Appendix E (Word) and Appendix E (pdf).

- The preferred option is to download the Word file and fill it in before emailing it to the Groups Co-ordinator. Alternatively you may fill in a paper form to give to the Groups Co-ordinator.
- Completed forms should be given to the Groups Coordinator for passing to the Business Secretary. Please do not skip this step as the Groups Coordinator needs to be kept updated of any accidents/incidents.
- As Group Convenors you need to make sure that you will know who to contact about a Group member in an emergency; if they are taken ill, etc.
- Ask your members to have with them at all activities (especially walking and outings) the name and contact details of someone they would want to be contacted on their behalf in such an instance. Where two partners come together this may not be necessary.
- The Groups Coordinator can provide you with u3a Emergency Contact Cards to give out to your members, and also mobiles can be programmed with an ICE number (Emergency Contact) for the mobile owners.
- You should make sure that all your members have your mobile number in case they need to contact you urgently, e.g. they cannot get the coach in time, etc.

4.12. Equality, Diversity and Inclusion

The u3a values its members as individuals and encourages all members to recognise their unique and different perspectives, abilities and contributions, and it sees diversity and inclusion as routes to growth and enrichment.

The u3a Equality, Diversity and Inclusion Committee aims to support and advise u3a's to ensure that all their members and prospective members can access the informal learning and the many other activities in their u3as, encouraging inclusion and diversity in everything we do.

Click to see our Equality, Diversity and Inclusion policy.

4.13. Copyright

You may find that your Group is using material that is copyrighted; music, maps, clipart, articles, etc.

The u3a is allowed to use material covered by copyright law under the 'exceptions' clause as follows:

"Educational use – there is no copyright infringement if a protected work is used for the purposes of instruction and examination.

This principle applies even in the case where the whole work is played, performed, recorded or photocopied. However, such instruction/examination must (among other conditions) not be for commercial purposes, reprography must not be used, and the rights of the author must be given sufficient acknowledgement."

Essentially this means that:

- Your purpose in using the material is for study or personal enjoyment
- Your purpose is not commercial
- In any written or website use of the material you must make reference to the source or author
- With specific reference to photocopying, this must be limited to single copies for personal study, and not for wide distribution
- With specific reference to Ordnance Survey Maps you must include the words *"Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown Copyright. All rights reserved."*
- Should you find that you do need to reproduce copyrighted materials in large numbers to give out to your Group, it is suggested that you email the article to your members and ask them to print out their own copy.

  If this is not the solution for you, please raise the matter with the Chair, Business Secretary or Groups Coordinator in advance. There is a u3a license available to cover reprography, but the Committee would need to approve its cost.

Use of Images from the internet for your articles, newsletter and website
To ensure that you use photos, clipart or any other images that are available without copyright, please access them through your browser using the following method:

- In your browser type "**Advanced Google Image Search**"
- Enter your word or phrase e.g. "Chatsworth" or "The Mary Rose" in one of the ***Find Images with*** fields
- You can refine your search by selecting one or more of the filters in the **Narrow your search** fields (optional)
- Press the **Advance Search** button to reveal images that you may use

Playing Films and TV Shows
The u3a Trust holds an MPLC Umbrella license which covers many of the studios (including BBC Worldwide) that make the films. You may play such DVD's without issue.

- Some studios require a *Filmbank* license which neither the Trust or Carlton & Gedling u3a hold, so their films / DVDs should not be shown to your Group. If this becomes a regular problem for your Group please request that the Committee take out the appropriate license.
- To check studios please see www.themplc.co.uk and www.filmbankmedia.com
- Live Performances (music, drama etc) in public venue – please check that the venue you are using holds a PRS license

4.14. Charity Status and what that means

Carlton & Gedling u3a is a registered Charity in its own right and as such has some restrictions place on it by the Charity Commission. In particular this affects how we can use the money we raise from our membership fees, and what work we can do with and for other charities.

- Subscription monies can only be used for direct expenses, such as room hire, speakers at the General Meeting, and the Capital Charge payable to the u3a Trust.
- When a speaker requests a payment to their favoured charity, in lieu of a direct payment, then this can be done
- Subscription monies cannot be used for the purchase of capital items. Specific Fund-raising events need to be organised for such a purpose
- Money raised as a surplus in one Interest Group cannot be go to another Group, unless the whole of the donating Group agrees, having previously specified that they would raise funds in this way.
- Any social activities, trips, one off events, etc, like all the Interest Groups, must be self-sufficient. This is overseen, as necessary, by the Treasurer.
- However, the National organisation encourages u3a Groups to become involved in community activities, which in themselves are charitable, and funds can be raised to pay towards such activities (either from the full Carlton & Gedling membership

or from within a single Group or small collection of Groups), provided that this is made clear at the outset. This can be accomplished either independently or by joining with other local u3a Groups. Money from subscriptions cannot be used for such projects.

4.15. Activities Report

From time to time the Committee may ask you to provide a detailed account of your Group's activities. This could include:

- Visiting speakers used through the year
- Paid tutors used
- Trips and visits taken by the Group
- Group size
- Accidents that may have happened
- Any issues that may have arisen.

4.16. Data Protection

The Carlton & Gedling u3a Data Protection and Privacy Policies can be found on the Membership Policies page of the C&G website. These policies should be adhered to throughout your activities as a Convenor. The main points to remember are:

- Personal email addresses must not be included in the Newsletter or in your Group articles and publicity.
- When you are accessing data in Beacon you are viewing data that is held securely and is remote from your own computer/tablet/phone.
- Members of the Committee and Convenors have our members' permission to use that data in order to contact them.
- If you download any data (for instance details of your Group members for registers or for collecting fees for trips or talks) the data you have transferred to your computer and/or printed needs to be securely treated by you as private and should be destroyed once you have finished using it.
- Photos are classed as data, so please be sensitive to anyone preferring to step outside of the picture, and to make sure the subjects of your photograph know if you intend to publish it in any way, e.g. on our website, in the newsletter, on Facebook, etc.
- If you learn any other information about your Group members, during the course of friendship, this is a private matter and should not be used for any u3a purposes.

- We do not have any permissions to hold data on age, health, religion, ethnicity or other facts and figures.

5. Delegation

There is no magic formula for this, but one of the best ways of making the role of Group Convenor more enjoyable (and more manageable) is to divide up tasks between members of the Group. Tasks that could be shared are almost all of the tasks listed in this guidance document:

- Registration
- Contact Details / Communication / Email / Beacon
- Room Booking / Venues
- Keeping a Notice Board
- Keeping your Webpage up to date
- Articles in the monthly Newsletter
- Manning the table at the General Meeting
- Handling Money
- Organising Trips
- Taking Photographs

A second option is to have a deputy or joint-Convenor, who can stand in for you if you are away and share some of the tasks. It is also a great way of helping to develop a new Group convenor.

- Please remember to send to the Web Manager the Name and Contact Details of any deputies or Group members who will be contributing articles, photos and diary entries for the website and newsletter (either regularly or on occasion).
- Should there come a day when you are no longer able to be Group Convenor (either because of other commitments, personal matters or declining interest), hopefully by involving your Group members in the running of the Group via deputies and/or more general delegation, your Group will continue to thrive. If you are able to name a new Group Convenor that is a fantastic achievement, but if not, please involve the Groups Coordinator at the earliest possible time to facilitate a smooth transition of the Group without your leadership.

And finally, another big Thank You

6. Appendices

The following Appendices are examples of documents and forms that you may find useful. Click the links to open a pdf version. If you would like a copy of any of the original *Word* files please contact the Groups Co-ordinator or the Web Manager.

Appendix A Example Registration Document

Appendix B Example Sign Up Sheet

Appendix C Example Notice Board poster

Appendix D Example Session Payment Register

Appendix E Appendix E (Word) and Appendix E (pdf).

Appendix F Paid Tutors Agreement

The following Appendices provide further guidance for Group Convenors:

Appendix G Photo Guidelines

Appendix J Trips and Holidays: Code of Good Practice

Appendix K Financial Implications for Groups

Appendix L Payments for Group Trips and Outings

Revision History

Date	Section	Changes
Feb 2023	All	General update to reflect recent changes in the way that the u3a currently operates. Links to the C&G website, Beacon User Guide, etc. added. Formatted in accordance with u3a branding guidelines.
Mar 2023	App H	Groups using Fire Station updated.
Dec 2023	All 4.2 App H	Minor changes to text. Links to new Accessibility policy and new Equality, Diversity and Inclusion policy added. Appendix links re-directed to new C&G website. Requirement to attend 2 General Meetings a year added. Groups using the Fire Station updated.
May 2024	4.8	Reference to Assistant Newsletter Editor added
June 2024	4.11 & App E	Incident Report Form replaces Accident Report Form.
Feb 2025	All 4.1 4.8	Minor changes to text New Groups: Visitors from other u3a's may attend 3 times Newsletter deadline: now 1st Thursday of the month
Aug 2025	4.1 4.8	New Groups: Visitors from other u3a's minor changes to text Newsletter deadline: now last Thursday of the previous month.
Nov 2025	App H	Groups using Fire Station updated. Key contact now Coleen Bee.
Dec 2025	App H	Fire Station Group contacts updated.
Apr 2026	4.5 4.2 & App H	Richard Herrod replaced by Carlton Pentecostal. Fire Station fob replaced by key cards.
Aug 2026	4.8	Font for Newsletter articles changed from Arial 12 to Calibri 14. Reference to Newsletter Word Template added.
Sep 2026	App G	Photo guidelines updated with images from Windows11
Nov 2026	4.9	Duplicate section 4.9 re-numbered to 4.10