Horsley

U3A

THE UNIVERSITY OF THE THIRD AGE

Guidelines for those Running Sub-groups

In general sub-groups are free to organise their activities as they wish. The guidelines issued to Group Leaders may help to answer some questions that might arise. These notes have been prepared to help those volunteering to host and otherwise organise the activities of sub-groups and in particular those of the New Technology Users group.

1. Membership
    a) Members will arise from membership of the main group
    b) Guests who might make a significant contribution to the group's welfare are welcome to join the group. If appropriate they should be encouraged to join U3A.
    c) No limit is set to the number of members attending meetings although, out of respect for those hosting meetings, numbers should be limited according to the wishes of the host.

2. Organisation.
    a) Sub-groups should only exist for as long as members wish them to do so.
    b) A number of roles should be agreed as soon as the sub-group begins to meet regularly. These include keeping a record of those attending, communicating with sub-group members and with the main group leader, leading or co-ordinating the group's activities.
    c) Meetings will usually take place in a member's home at a time and as frequently as suits all concerned. Larger groups are at liberty to meet in any of a number of local halls. As and when this is convenient or necessary the costs of hiring the hall will need to be shared by the group members.
    d) To help ensure that members benefit from the group meetings, there should be agreement about the scope and aims of the meetings, what will be discussed and in what order. It may be helpful to sketch out a programme or syllabus for the group to follow. Such programmes need not be set in stone and will need to respond to members needs.
    e) It would help others if a record is kept of what is covered, what works well and what does not. To this end, it would be useful if the Group Leader received a regular report on the group's progress by summarising what has been achieved.
    f) If extra help is required this should be arranged in liaison with the Group Leader.

3. Facilities and Funding
    a) Any costs incurred in providing special equipment or facilities will be borne by the group members. For meetings of the New Technology Users group installed wi-fi will be needed in the host's home
    b) The costs of any outings or visits will need to be borne by group members.
    c) If refreshments are provided, members are encouraged to come to an arrangement that covers any costs that might be incurred.