

Hythe and Dibden U3A Group convenors Brief

This is a brief summary of the role a more detailed copy can be accessed on the u3a national website **Group Leaders/Convenors Handbook Ref U3A-KMS-DOC-034**

Hythe & Dibden U3A will provide induction training and support to group convenors to help them understand their responsibilities. Convenors will be invited to a minimum of two convener meetings a year. The Group Coordinator (hytheu3agroups@gmail.com) should be updated at regular intervals on group's activities and any changes. The Group coordinator will keep the committee informed on group activities

The first steps in running a group

- A group convenor should be appointed who has agreed to maintain communication with the group and provide information regarding future meetings and events. This may be shared between members if agreed with group.
- Lists of attendees at meetings must be kept.
- Consider the aims of the group
- Is there an existing Subject Advisor who can support
- Will you need a risk assessment completed

Learning should be by the members for the members. It is not permissible to employ a tutor on a regular basis

Costs

- Groups should be self-sufficient and not make an excess. Meeting in a member's house is cost effective. 50 pence may be collected for refreshments. Costs of materials and other expenditure must be shared by the group. If a room needs to be hired this should be agreed with the group coordinator and treasurer (monies collected from group) any shortfall in funds will not be covered by u3a. Events such as trips or educational days out must be charged at cost and all participants pay appropriately.
- The organiser of such an event will not benefit from a discount (i.e. a free place) this benefit should be shared out amongst the group.
- Organisers of events should collect the cost from the members in advance and then hand this to the Treasurer. The Treasurer should then pay any third party by the appropriate method.

Excess funds

- Any monies held for any group in excess of any expenditure is the property of the U3A
- consumables or equipment bought for the group to use is the property of the U3A and these assets returned to the U3A if a group terminates

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A reminder of U3A rules

To maintain the integrity of the U3A and to ensure full insurance coverage a person must be a signed up member of the Hythe & Dibden U3A before they can join any interest group

Organised trips to other public venues

It is possible to join members of other U3A's on trips out and have other U3A members join our trips, insurance will be maintained.

It is also possible to have non-members or carers join these trips and provided they pay the same costs as the members they will also be protected by the U3A's insurance. Details of the member inviting them and their details must be recorded.

Data Protection and privacy

Personal data

Group convenors should keep all data secure, by taking sensible precautions and following the guidelines below.

Group convenors will be provided with a list of their group members to communicate with about specific group activities

- Personal data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons.
- Any list of members should not be given to any third party
- Members should not be sent any unsolicited promotional or marketing material
- If a group convenor ceases to be involved with a group they should delete names and addresses from their devices
- All emails from group convenors to group members are to use "BCC" recipient addresses to maintain the privacy of group members

Where the U3A organises a trip that requires next of kin information to be provided, the U3A will require the member to gain consent from the identified next of kin. The consent will provide permission for the information to be held for the purpose of supporting and safeguarding the member in question. Were this information to be needed as a one off for a particular trip or event then the information will be deleted once that event or trip has taken place unless it was to be required – with agreement – for a longer purpose. The same would apply to carers who may attend either a one-off event or on an ongoing basis to support a U3A member with the agreement of the U3A.

There may be occasional instances where a members' data needs to be shared with a third party due to an accident or incident. This should be reported to a member of the executive committee as soon as possible.

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The Hythe & Dibden U3A Data Protection and Privacy policy governs these issues. A hard copy is available at each monthly meeting or the Secretary will provide a copy, on request

Data Breach Notification

Were a data breach to occur action shall be taken to minimise the harm by ensuring all committee members are aware that a breach had taken place and how the breach had occurred. The Chairman will be tasked with informing the committee and U3A head office. Breach matters will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

Related documentation

U3A-KMS-DOC-012 Guiding principles
U3A-KMS-DOC-014 Growth Matters
U3A-KMS-DOC-023 Interest groups
U3A-KMS-DOC-033 Financial Matters
U3A-KMS-DOC-053 Data protection
U3A-KMS-FRM-002 Venue Risk Assessment Checklist
U3A-KMS-FRM-011 Venue Day of Use Checklist
U3A-KMS-FRM-012 Walk Leader Risk Assessment Checklist
U3A-KMS-FRM-013 Workshop Activity Risk Assessment Checklist
U3A-KMS-POL-001 Equality, Diversity and Inclusion policy Sample
U3A-KMS-POL-002 Data Protection Policy Template
U3A-KMS-POL-007 Accessibility Policy Sample (England, Scotland and Wales)