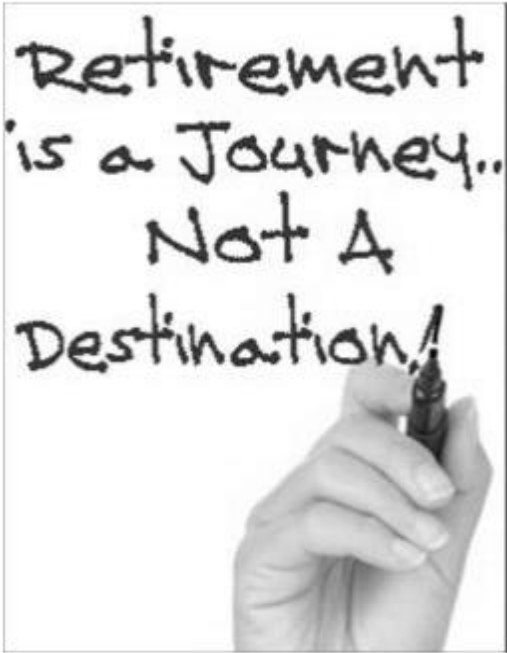




An A-Z handbook for Group Leaders



INTRODUCTION

This purpose of this handbook is to support the hard work of all Group Leaders. It will also be a point of reference for those assisting new Group Leaders.

STARTING A NEW GROUP

- Group Leaders are asked to encourage members to consider becoming leaders themselves. GLs should also appoint one or two deputies to take over when they are unavailable.
- New groups can start anytime. Members with ideas for new groups should contact Group Liaison Officer (GLO) who will assist and mentor as necessary and inform the committee.
- An Activity/Group Proposal Form can be downloaded from our website or obtained from the Group Liaison Officer .
- Mail completed forms to the CRu3a at PO Box 310 Maclean. 2463 or email to the Group Liaison Officer. The proposal will be considered and approved by committee if guidelines, schedules, venues and resources are available. Group Liaison Officer will inform all other Group Leaders with information relating to the new group.
- Once approved a brief overview of the group should be emailed to Group Liaison Officer, Clarion editor, Publicity Officer and Web master. The committee will have a group label and sign on sheet ready for next enrolment day. Group Leaders are required to attend enrolment days (or provide a substitute) to answer questions, take names and provide information to new members.

ABBREVIATIONS AND DEFINITIONS

CRu3a - Clarence River University of the 3rd Age

GL Group Leader/s

AGM - Annual General Meeting held within 3 months of 30 June to elect new Committee. Only financial members can vote.

SGM- Special General Meeting e.g. for members to approve revised constitution. Only financial members can vote.

Classes - A course of instruction over a specified period of time.

Groups - A group of members wishing to meet to share a common interest for the benefit of all.

Group Leaders - Leaders or class instructors.

Enrolment - The act of enrolling in Groups or Classes of choice. Also referred to as 'sign-on' Not to be confused with Membership of the CRu3a organisation.

Forum - A panel of speakers on a range of topics followed by members' discussion; held on demand.

Membership - the payment of fees to become a financial member of the CRu3a. Not to be confused with enrolment in groups.

ATTENDANCE

- A record of each session.
- All group attendees must sign on themselves with signature (e.g. not initials). This is a requirement from our insurance company.
- Please check that your group participants are members of CRu3a, the new badges make this easy with current year printed in bold.
- Group Leaders manage the attendance of their own group. However the Group Liaison Officer and Committee are available for support if needed.

CLARION

- Details of groups and classes for each upcoming 'term' are published in the Clarion, and further information is given to members at the sign-on or enrolment days
- Group leaders are requested to inform Group Liaison Officer (GLO), Clarion Editor and Publicity Officer of **ANY** group changes (times, venues, cost)
- Group Leaders are requested to provide information on any proposed new group/s or any changes to continuing groups to the Clarion Editor as soon as possible so that accurate information can be provided to members via the Clarion.
- Members will receive their Clarion via email in full colour. If email is unavailable, a black and white copy will be printed and posted. Members should clearly mark on their membership form if the latter option is necessary.

COMMITTEE

Names and contact details for the current Committee are published in each issue of the Clarion newsletter . This is sent to all members and can also be downloaded from our website. Please do not hesitate to contact any Committee member direct or use our general contact details below to communicate your ideas or concerns.

Clarence River u3a
PO Box 310, Maclean, NSW 2463

Website: <http://cru3a.u3anet.org.au>
Email: tocru3a@gmail.com

COMMUNICATION

- Most contact between the Committee and Group Leaders will be via email so it is highly recommended that you acquire an email address if you do not already have one.
- It would be appreciated if you could acknowledge receipt of emails from the Committee and the Group Liaison Officer, as well as respond promptly to requests for information. The Committee will of course extend you the same courtesies.

Please advise of any changes to your own and your group member's contact details promptly in order to maintain the flow of information.

CONSTITUTION

The updated CRu3a constitution was ratified at a Special General meeting on 30 July 2013. After registration with the Office of Fair Trading, a copy has been published on the CRu3a website.

ENROLMENT

Enrolment day for existing / ongoing groups is usually held in early February. New members sign-on then. Group Leaders are given pre-enrolment forms for existing members to acknowledge their continuing participation. New groups starting at other times are advertised in local papers and via the Group Liaison Officer to Group Leaders.

Members must sign on personally, others cannot do it for them. If they cannot attend in person, they should contact the Group Leader.

It is the responsibility of new members to note group details before attending their first meeting as they will not be contacted by the Group Leader.

EVENTS AND EXCURSIONS

The Committee acknowledges all Group Leaders hard work with a free Thank You end of year lunch, all are encouraged to attend.

Any event arranged under the banner of the CRu3a and offered to the general public (rather than just members) must be given prior approval by committee. See also the CRu3a Insurance provisions in this handbook.

Some groups offer excursions to their group members e.g. Gardening group visiting gardens, ALBOC going to the cinema. Group Leaders are asked to email the Publicity Officer, Group Liaison Officers and the Clarion Editor information/reports before and after excursions or events, include photos if possible ensuring those featured have given permission for publication. Examples: demonstrations at community events, visits to nursing homes, participation in concerts etc. This helps to ensure all CRu3a activities are noted in regular communications like the "Clarion", special event flyers or the website.

The Group Leader and the participants should arrange any transport for group excursions.

If it ever becomes necessary to cancel any event:

- notify venue
- notify your group members.
- notify the Group Liaison, Publicity Officers and Clarion Editor

EXPECTATIONS - GROUP MEMBERS

Group members are expected to:

- Wear their membership badge
- Notify their Group Leader/s, in advance if possible, of non- attendance at a group session or event.
- Notify their Group Leader/s, Membership Officer promptly of any changes in their contact details, especially email addresses.
- Treat others with respect and courtesy

GROUP FEES

- The fees charged per Group session will vary according to venue hire and materials costs. Some Groups also include morning or afternoon tea. The actual fee is set by the Group Leader in consultation with group members.
- It is most important that fees to cover Council venue hire be deposited monthly to cover their monthly accounts so that the Treasurer has funds on hand
- Fees to cover CVC venue hire should be deposited in CRu3a's Yamba Commonwealth Bank account, BSB 062 688 Account number 10064425 and deposits must be labelled with group names. You may also deposit at the Commonwealth Bank branch in Maclean. Contact Treasurer for any other details you require. For other venues eg Uniting Church halls, Group Leaders may make payment arrangements with the venue coordinator. Their names and contact numbers are in the Venues and Contact sheets available from the Group Liaison Officer
- Any surplus funds **must** be used for the benefit of group members. Under the CRu3a constitution, no member can receive monies except as reimbursement of costs.
- Group leaders needing photocopying are entitled to a ream of paper and an ink cartridge from the committee each year or they may use the new multifunction printer at the Men's Shed. Group Leaders can also be reimbursed from group funds for extra items.

GROUP LEADER RESPONSIBILITIES

Group Leaders are expected to:

- Wear their own badges and encourage group members to wear their name badges to all u3a activities.
- Keep a record of attendance including visitors.
- Attend enrolment and mini-enrolment days (2 events per year).
- Attend Group Leaders meetings - held 4 times per year at a time that suits the majority of Group Leaders. These meetings are an important way for the Committee to support and communicate with Group Leaders and an opportunity for Group Leaders to meet each other, share ideas and resolve any problems.

- Provide regular reports for inclusion in the Clarion and weekly publicity emailed to the Publicity Officer. Reports should be sent to the Group Liaison Officer and Secretary prior to the quarterly Group Leaders meeting.
- Provide the Membership Officer and Group Liaison Officer of any changes of contact details for the Group members promptly.
- CANCELLATIONS ARE GROUP LEADERS RESPONSIBILITY. NOTIFY VENUE, YOUR MEMBERS and GROUP LIAISON OFFICER.** For one off events the Group Leader/s hosting the event, are responsible for hiring, payment, collecting keys as necessary and cancelling venues

THE ROLE OF THE GROUP LIAISON OFFICER IS TO:

- Help new Group Leaders set up groups/classes
- Provide support to all Group Leaders.
- Liaise between Group Leaders and Committee.
- The Group Liaison Officer provides Group Leaders with regular emailed updates from the Committee and about other group events, please acknowledge these updates and supply information when requested.
- It is essential that Group Leaders keep the Group Liaison Officer informed about their group membership and activities.

HEALTH & SAFETY

- Any incident of a physical nature which occurs must be noted with names, dates, witnesses and a description of that incident. An Incident Report form is provided in your Group Leaders package or can be downloaded from our website. The completed form must be given to the President or Secretary immediately. It's a good idea to have one on hand in your class file/book
- We recommend that a charged mobile phone is available at venues with no phone.

INSURANCE

We have Public Liability insurance underwritten by CRISP through the U3A Network-NSW Inc., which covers the following authorised activities when attended by members and official guests for the duration of the activity only, regardless of the venue:

- The activity which is the primary stated aim of the Group
- Arranging and using a venue or venues suitable to the purposes of the Group, which shall be determined as required by the Group Leader and Group members.
- Participating in community activities not arranged or controlled by CRu3a (such as markets, fairs, festivals and the like) where the Group engages in promotion of CRu3a and the Group by way of display of Group activities or sale of goods produced by the Group

Travel as a Group from a place of assembly by the Group to a venue where an authorised activity is carried out

The following activities **are not authorised** by CRu3a unless referred to the Committee of CRU3A prior to being conducted and after the approval of CRu3a's Public Liability Insurers has been obtained:

Any event arranged or controlled by CRu3a or an authorised Group where attendance is expected to be 250 or more, including CRu3a members and non-members

Any event or activity which involves high risk activities such as Cycling, Bush Walking, Canoeing, Sailing, Strenuous exercises. Copies of the current Certificate of Currency of Insurance will be made available to Group Leaders at the next Group Leaders meeting after renewal. Members using their own home for Group meetings are required to complete and sign an Insurance declaration.

MEMBERSHIP

CRu3a membership is open to anyone over the age of 50 years

Current membership forms are available from:

- Membership Officer
- CRu3a website

Group leaders can provide new members wishing to join mid-term with a form or ask them to download one and send to postal address. For Six month membership, Jan- June or July –Dec fill in appropriate box on New membership form

Membership expires on June 30th each year. Six months membership is Jan-June or July-Dec can be arranged via ticking the appropriate box on the new membership form.

Memberships that are not renewed within 3 months i.e. by 1st October, will be regarded as lapsed.

Lapsed members must re-join and pay a joining fee.

A Pre-printed membership renewal form will be sent out from the Membership Officer before the end of June each year, to the email address supplied by the member or where there is no email address, it will be made available at the venue of the membership renewal day.

Membership fees are set by the Committee each year having regard to the financial status of the organisation. Reduced rates are offered to 2 people residing at the same address.

PRINCIPLES OF U3A MOVEMENT

Affordable learning with fun and friendship for the over 50's

Those who learn shall teach and those who teach shall learn and there shall be no distinction between the two.

There shall be no qualifications for membership and no awards, degrees or diplomas shall be given.

- The emphasis shall be on learning for the love of it and shall include an emphasis on the values of making things and on improving skills of all kinds.
- Learning shall take place in a friendly, supportive, social environment.
- Those joining a u3a shall pay for its upkeep.
- There shall be no payment to any person (member or non-member) for teaching or providing a service to members except in the case of reimbursement for such expenses as travel, photocopying, etc.
- The curriculum of a u3a shall be determined by the needs/preferences of members and according to the resources available to it.

VENUES

- Venues and Contacts list is in the Group Leaders package. It can also be obtained from the Group Liaison Officer, or a Group Leader may wish to use a venue not listed.
- Check the CRu3a Public Liability Insurance provisions elsewhere in this booklet.
- Prior to booking a venue, please confirm costs of the venue with the contact person for that venue, and advise the Group Liaison Officer of the venue, dates and costs.

IT IS THE GROUP LEADER'S RESPONSIBILITY TO CANCEL VENUES IF NECESSARY, ADVISE GROUP LIAISON OFFICER AND PUBLICITY OFFICER.

Venue Rent Policy

Many CRu3a Groups utilise Clarence Valley Council (CVC) premises to hold their meetings. All rental charges levied by the CVC are billed to the CRu3a, not to the individual groups. Each group is responsible for collecting and depositing in the CRu3a bank account, sufficient session fees to cover the rental costs. Details of the bank account will be supplied by the Treasurer.

To assist the establishment of new Groups, the CRu3a will subsidise these rental costs for a short period according to the following guidelines.

- Long Term Groups (running for at least 10 sessions within a 2 year period) - CRu3a will cover the rental cost for six meetings.
- Short Term Course (running for between 2 and 10 sessions within a 2 year period) – CRu3a will cover the rental costs for half the number of proposed sessions.
- Single Session Course (running for one session only) – No subsidy provided.

Non-continuous courses

Some Groups or Courses are run for a set number of weeks and then repeated or continued after a gap of several weeks or months. No further rent subsidies will be provided by CRu3a if the gap between the end of one course and the beginning of the subsequent course is less than two years.

When the gap between courses is greater than two years, the Group or Course is deemed to be a new one and CRu3a will cover rental charges as detailed above.

Rent subsidies for courses that fall outside these guidelines may be granted at the discretion of the CRu3a executive.

Casual Class Attendees

A non-member of CRu3a may attend up to 3 sessions of any course after which they must become a financial member of the CRu3a to attend sessions.

When attending sessions as a casual or visitor, non-members are required to pay the usual fee for that session as determined by the Group Leader. These fees are used to pay session costs such as rent, refreshments and equipment.

VISITORS

Visitors who are not members of CRu3a must pay the normal group session fee, but for no more than 3 visits in total per year, after which they must become a financial member.
