



Clarence River U3A Inc

Clarence River U3A email tocru3a@gmail.com

Website – www.cru3a.u3anet.org.au

Clarence River U3A

PO Box 310, Maclean NSW 2463

Group Leaders' Handbook



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INTRODUCTION

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

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1. GROUP INFORMATION

1.1 STARTING A NEW GROUP

New groups may be long, short, multi or single session activities. Members and non-members with ideas for new groups should contact the Group Liaison Office (GLO) or Committee who will assist with the procedure. Note that non-members will be required to join CRU3A should their proposal for a new group be accepted.

New Groups should be ready for launch at the CRU3A Membership/Enrolment Day.

An Activity/Group Proposal Form can be downloaded from our website or obtained from the GLO.

The proposed Group Leader (GL) needs to determine the potential venue, costs and other resources which will be required by the group. The GLO can assist with this.

The proposed GL needs to check the CRU3A Public Liability Insurance provisions (section 2.4 in this booklet) to ensure the proposed activity is covered by the CRU3A policy.

The completed form needs to be emailed to the GLO. The proposal will be considered by the CRU3A Committee and if all is in order including resources and venue availability, approval will be given.

Committee members, in their various roles, will facilitate the advertising of the new group through *The Clarion* and the CRU3A Notice Board and any other appropriate means, including social media.

The Group Leader may nominate a group member to act as their assistant, and advise the GLO accordingly.

An individualised Group Leader Badge will be provided once the group is deemed viable.

1.2 GROUP LEADER RESPONSIBILITIES

Group Leaders are required to:

- Attend Membership/Registration days (or provide a substitute) to answer questions, take names and provide information to new members.
- Wear their own badges and encourage group members to wear their name badges to all CRU3A activities.
- Attend GLs' functions - held twice a year. These meetings and regular email updates are an important way for GLs to voice opinions and for communication with the Committee.
- Keep a record of attendance including visitors.

- Keep financial records of all fees collected and expenditure of group funds. The Committee may check these records from time to time as part of the CRU3A requirement for transparency in all dealings with our members.
- Set and collect a session fee and arrange for payment of any rent and consumables. Oversee remaining 'kitty' and spend with agreement of group members.
- Update MYU3A and/or notify the Membership Officer and GLO of any change of contact details for the group members.
- Provide occasional reports emailed to the Publicity Officer for inclusion in *The Clarion* and the local weekly publications.
- Advise group members of any changes via email. To protect members' privacy, please send group emails by BCC, unless by mutual agreement of all group members. (ask if you need help with this)
- Attend the Annual General Meeting, usually held in August each year. Only financial members can vote.
- Ensure only financial members attend your groups – beyond 2 or 3 'try before you buy' sessions.
- GLs are asked to identify and encourage their members to consider becoming leaders themselves.

1.3 MEMBERSHIP OF GROUPS

Membership and Group Enrolment or Registration Day is held early each year. New members sign-on on this day.

A group label and sign on sheet will be made available for all groups.

GLs are given pre-enrolment lists of existing members who must acknowledge their continuing participation. These lists will be sent to GLs near the end of each year and on completion, should be returned promptly. Please note that the MYU3A data base does not count the group leader in the number of enrolments – but does count any recorded Assistant GL (AGL)

GLs will also be asked to review their Maximum/Minimum number, bearing in mind group viability and space requirements. Please note our data base requires an actual number in each of these fields – even if your group in fact has no upper limit. An arbitrary large number will be entered if you do not provide one.

1.4 ATTENDANCE

The GL is required to keep a record of attendees at each session.

The GL must check that group participants are members of CRU3A. The badges make this easy with current year printed in bold. If in doubt check with the Membership Officer. If you are not updating your own list via MYU3A, the Membership Officer may request a list of your current group members from time to time.

If a member fails to attend 3 sessions without prior apologies, that member should be advised that their spot may be filled by a member from the waiting list.

Group leaders are requested to inform the Group Liaison Officer of **ANY** group changes (times, venues, cost etc.) The committee is then notified of this information.

Visitors and Casual Class Attendees 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 of CRU3A

Attendance of both pets and grandchildren is not encouraged. In an emergency, and on a case by case basis, prior permission must be obtained from both the GL and all regular participants. Venue requirements, and all applicable legislation, (eg WHS and Working With Children) must also be checked and adhered to.

1.5 GROUP FEES

The fees charged per Group session will vary according to venue hire and material costs. Some Groups also include morning or afternoon tea. The actual fee is set by the Group Leader. The fee must take into account the number of attendees in order to cover all compulsory costs. As the Group Leader you are not expected to contribute the weekly fee in acknowledgement of the time and expertise that you are volunteering.

Fees to cover Clarence Valley Council's venues or other venues paid directly by the CRU3A treasurer on your behalf, should be deposited in CRU3A's Commonwealth Bank account

BSB 062 688

Account number 10064425

Deposits must be labelled with group names and may be made at the Commonwealth Bank branch in Yamba or Maclean, or by Direct Deposit. Contact the Treasurer for any other details. For some other venues Group Leaders make payment arrangements with the venue coordinator.

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.

GLs needing quantities of 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.

GLs may occasionally apply to the Committee through the GLO for financial support to purchase equipment beneficial to the smooth running of their Group, or provide services such as excursions or tutorials beyond the group's regular means.

2. GROUP MANAGEMENT

2.1 VENUES

A Venues and Contacts list is available on MYU3A or may be obtained from the GLO. A GL may also choose to use a venue not yet listed.

Prior to booking a venue, please confirm costs of the venue with the contact person for that venue, and advise the GLO of the venue, dates and costs.

All bookings of Council venues must be made under the CRU3A name with the billing address PO Box 310, Maclean, NSW 2463.

It is the GL's responsibility to cancel venues if necessary. The GL should advise the treasurer of cancellations of bookings of Council and other bookings paid centrally. The venue coordinator/owner may charge groups the normal fee if the booking is not cancelled.

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 are available in this Handbook.

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) – At the Committee's discretion.

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 committee.

2.2 EVENTS AND EXCURSIONS

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 the committee. The CRU3A Insurance provisions should be checked. (See section 2.4)

Some groups offer excursions to their group members e.g. Gardening group visiting gardens, ALBOC going to the theatre, and LAS visiting Nursing Homes. GLs are asked to email the GLO who, if appropriate will notify the Publicity Officer and *The Clarion* Editor, who may require further information and possibly photos after the event.

GLs must ensure that those members featured in photos have given their permission for publication.

The GL must arrange any transport required for their group excursions.

If it ever becomes necessary to cancel any event the GL must:

- notify the venue – including transport providers
- notify group members
- notify the Group Liaison Officer

2.3 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 the GL's package or can be downloaded from our website (www.cru3a.u3anet.org.au). The completed form must be given to the Secretary ASAP. GLs should keep a blank form in the class file/book.

We recommend that a charged mobile phone is available and that you know the location of the nearest community defibrillator.

Members may choose to complete a Personal Medical Health Form, with medical details and emergency contact details. This should be kept in a sealed envelope and carried by the GL. This is optional for group members. The forms are available in your GL package and on the website and are meant to be handed to paramedics in attendance should there be a medical incident.

2.4 INSURANCE

We have Public Liability insurance underwritten by Insurance Australia Group, via Insurance Brokers AON, arranged by the U3A Network-NSW Inc.

Public Liability Insurance covers:

- i) Public Liability Insurance is basically insurance against being sued over an accident which causes injury to somebody or damage to somebody's property.
- ii) If somebody successfully sues Clarence River U3A (which includes one of its Group Leaders), the insurance policy will pay for any damages awarded by a court (or agreed upon in an out of court settlement) plus the cost of legal fees paid for dealing with the legal case.
- iii) If somebody attempts to sue Clarence River U3A but is not successful, the insurance policy will pay the legal costs for defending the case.

Anybody who has any contact with CRU3A and is involved in an accident causing personal injury or damage to property including a group member or a member of the public, could sue CRU3A.

Public Liability Insurance does not cover:

- i) Our Public Liability Insurance only applies to accidents which happen at an authorised CRU3A activity. (This is why it is important to notify us if your group is meeting somewhere other than their listed venue – including GL's homes)
- ii) The insurance does not apply to an accident which happens when somebody is travelling to or from a CRU3A authorised activity.
- iii) The insurance does not apply to the use of motor vehicles which are or should be registered for use on a public road. Only Green Slip insurance is legally allowed for vehicles.
- iv) Activities which involve attendance of 250 or more people are excluded unless special agreement is obtained from our insurers.
- v) Certain 'high risk' activities are excluded unless our insurers agree to cover them. CRU3A has obtained insurer agreement to cover any high risk activities.

A copy of the current Certificate of Currency of Insurance, which may be required by your venue manager, can be accessed on the web page.

2.5 WORKING WITH ADULT LEARNERS

Our members attend groups for many reasons, including to socialize around a common interest, to meet new people, and to learn something new.

Before volunteering to become a Group Leader, you may have had some or no experience in teaching or other forms of conveying information and skills to adult learners. The following tips are just a brief guide to assist you in understanding why adults want to learn and what they expect from it.

5 Tips for Sharing your Skills with Adult Learners

- i) **Personal Benefit.** Adult learners want to see the personal benefit of what they are learning and how it satisfies a need they have. They are motivated to learn if the learning:
 - solves or avoids a problem for them
 - provides an opportunity or increased status; and
 - leads to professional and personal growth.
- ii) **Experience.** Adult learners come to each learning occasion with a unique blend of knowledge and experience. They are motivated to learn if the learning:
 - involves them in sharing what they know
 - builds on what they know
 - validates their experience and expertise.
- iii) **Self-Direction.** Adults are self-directed and most want to have some control over what they are learning. They are motivated to learn if they can:
 - contribute to content and processes
 - contribute to the learning of their co-learners; and
 - have some degree of independence in the learning process.
- iv) **Application and Action.** Adult learners come from different backgrounds, but in general, they learn best when
 - there is immediate application of the learning
 - they participate actively in the process; and
 - they practise new skills or knowledge.
- v) **Learning Styles.** Adults learn in a variety of ways, from using 'hands on' and moving, to eyes, ears and logic. They learn best when:
 - various techniques are used to assist learning; and
 - there is acknowledgment of different learning styles and opinions.

3. MEMBERSHIP

3.1 MEMBERSHIP OF CRU3A

CRU3A membership is open to anyone over the age of 50 years who is retired or semi-retired.

Current membership forms are available from:

- Membership Officer
- CRU3A website
- Group Liaison Officer

Membership expires on December 31st each year. Six months membership for July-Dec also offered commencing mid-year.

Memberships that are not renewed by the advertised due date, 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 by the Membership Officer before the end of each year.

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.

3.2 EXPECTATIONS OF 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 who will either update MYU3A or notify Membership Officer promptly of any changes in their contact details, especially email addresses.
- Treat others with respect and courtesy

4. CRU3A ADMINISTRATION

4.1 PRINCIPLES OF U3A MOVEMENT

There shall be affordable learning with fun and friendship for the over 50s.

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 CRU3A shall pay for its upkeep.

In general 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. Exceptions may be considered by the committee.

The program of CRU3A shall be determined by the needs/preferences of members and according to the resources available to it.

4.2 COMMITTEE

CRU3A is managed by a Committee of at least 7 members, including the Office Bearers of President, Vice-President, Secretary and Treasurer. In recent years the Committee has sat at 11 members.

Names and contact details for the current Committee are available on the Website. Please do not hesitate to contact your GLO or Secretary directly to communicate your ideas or concerns.

4.3 COMMUNICATION

Most contact between the Committee, Group Leaders and members 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 GLO, 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.

To protect members' privacy, on bulk emails to your group, please send by BCC unless by agreement of all members.

4.4 THE CLARION

Details of groups and classes are published in *The Clarion*, and further information is given on Membership/Registration Days and is available on our website.

Members will receive their Clarion via email in full colour. If email is unavailable, a black and white copy may be printed and posted. Members should clearly mark on their membership form if the latter option is necessary.

The Clarion may be viewed on the CRU3A website.

4.5 CONSTITUTION

Our current constitution is available on the CRU3A website (www.cru3a.u3anet.org.au).

The Constitution is adapted from the template provided by the U3A Network NSW (nsw.u3anet.org.au). The vision of the network is to promote the U3A movement, to provide services to members and represent them through partnership and collaboration. CRU3A is a member of the network.

4.6 COPYRIGHT

Many of our groups use resources such as music and print material during their activities. The use of these resources in groups such as ours requires various copyright licences as defined by the Copyright Act. CRU3A holds the following educational licences which we obtain through the U3a Network NSW:

Copyright Agency Limited (CAL) - allows the copying of text and images in hardcopy or digital form, limited to 10% or a chapter for published works greater than 10 pages.

Screenrights - allows for copying from radio or TV (but not streaming services)

PPCA - allows playing of music recordings (also require APRA licence for this)

APRA/AMCOS - allows performing and playing of musical works and the copying of digital music and hard copy music (eg sheet music and lyrics).

These licences require the resources to be used in an educational setting and all have different restrictions. More information can be obtained from the U3A Network NSW website <https://nsw.u3anet.org.au/copyright/>

4.7 MYU3A

Group records are managed on a digital data base (MYU3A). Group Leaders will derive great benefit, including access to up to date class lists, by learning to access and use MYU3A through the tutor portal.

Watch out for training opportunities or indicate your interest in learning more to the GLO. Please note, you will need internet availability and a suitable device. There are no programs needed to be downloaded.
