



Guidelines for Group Leaders



Aim

- To promote the values of lifelong learning and to ensure that an inclusive culture which values diversity and respect is maintained.

Help and Support

- Help, support and advice is available from the group coordinator/s in relation to starting a group, managing membership, venue, accessibility, equality, diversity and inclusion and expenses and costs.

Membership

- Newhaven and Peacehaven interest groups are open to all u3a members.
- You may allow taster sessions for members.
- If your group is full, please notify the group coordinator/s who will create a waiting list and may be able to start an additional group.
- New members must be informed about access arrangements to your house/venue eg entrance steps, toilet facilities.

Attendance at groups

- If a member misses two consecutive meetings without a good reason or an apology, you are advised to contact them to check their wellbeing, but you may at this stage reach an agreement that they have left the group.

Venue Hire

- Group coordinator/s will advise about the hiring and payment of venues for groups. Members will be required to contribute to the hire cost.

Accidents, Incidents, Disagreements, Complaints

- Any difficult issues that cannot be resolved informally should be reported to the group coordinator/s as soon as possible. A report form should be used detailing the issue.
- A report form must be completed for any accident or incident.