

- Group monies should not be held in non-Bu3a bank accounts. The Treasurer can arrange for Group money to be ring-fenced in the Bu3a bank account.

#### 5. Taster Sessions

- New members are allowed to attend 1 Group session, after contacting the Coordinator, to help decide if it is of interest to them.

#### 6. Problems

- Ascertain, discretely, if any group members have any specific health issues or personal circumstances to require necessary contact information or actions to be noted and hld by the Coordinator.
- Should there be a problem with or between group members, speak to the Development Officer for advice.
- Report all accidents and incidents to the Committee asap and complete an Incident Form (on website).

**REMEMBER the u3a ethos is based on 3 principles:**

#### 1. Third Age

- u3a membership is open to all in their third age
- Members promote the values of lifelong learning and the positive attitudes of belonging to a u3a
- Members should help ensure those who want to join can do so.

#### 2. Self-Help Learning

- A u3a has groups with as wide a range of interests and activities as they desire
- Learning is by the members, for the members.
- No qualifications are sought or offered. Learning is for its own sake, with enjoyment being a prime motive.
- There is no distinction between learners and teachers—they are all u3a members

#### 3. Mutual Aid

- Each u3a is operationally independent but a member of the Third Age Trust
- No payments are paid to members for services to any u3a
- Each u3a is self funded. Outside funding should only be sought if it does not imperil the integrity of the u3a.



## Coordinators' Handbook

**Coordinators are the life blood  
of Barnsley u3a: without you,  
there wouldn't be one!  
On behalf of all our members –  
THANK YOU!**

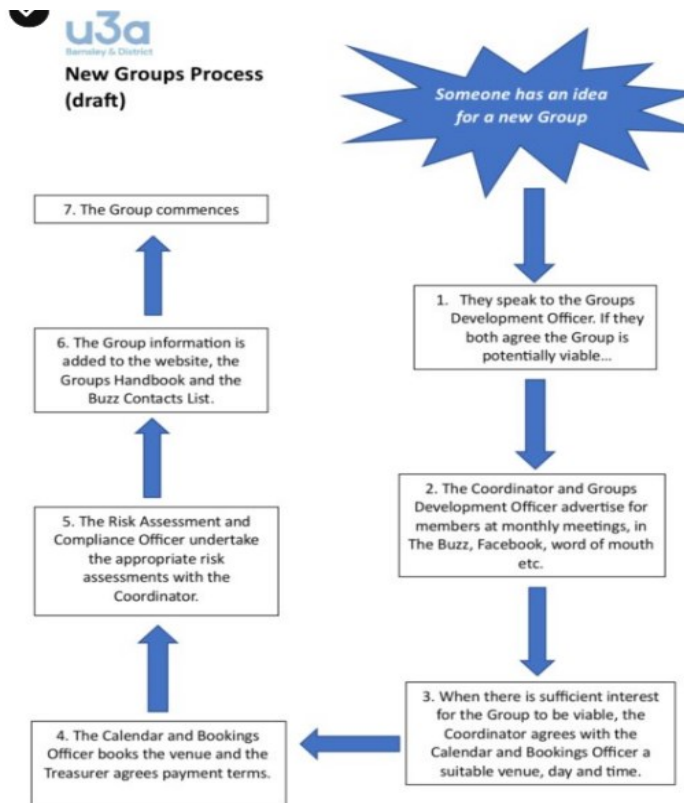
### What is the main role of a Group Coordinator?

- To run the group in line with local and national u3a policies and objectives
- Share responsibility for aspects of the role within the group, including a deputy to stand-in when the Coordinator is not available
- To be the point of contact for new members and Bu3a colleagues.

## 1. Support for Coordinators

- Development Officer, Room Bookings Officer, Webmaster, Treasurer and other Committee members
- Simple Membership Manager—training on use of database and communications system
- Coordinators meetings, once or twice a year
- u3a UK website: [www.u3a.org.uk](http://www.u3a.org.uk) – Subject Advisers are available via this site; Third Age Matters magazine (on subscription); <https://sources.u3a.org.uk>; Facebook sites, e.g. gardening, crafts

## 2. Setting up a new group



- Make a note of venue contact details

## 3. Coordinator tasks

- Share Group information with Simple Membership Manager, Buzz Editor (Contacts List) and the Webmaster for inclusion.
- Keep a register of members' names, including a Waiting List if necessary. (Inform the Development Officer if you do so).
- Consult group members as to the content and delivery of the group's programme of meetings.
- Inform Room Bookings and Development Officers if venue is not being used (e.g. bad weather, trips out) – this saves money!
- Remind members, all group activities are taken at their own risk.
- Ensure activity safety checks remain current and that Group members are aware of them – the Risk and Compliance Officer will advise.
- The Business Secretary can provide copy of licences re photocopying and sharing/playing music.
- Walking Groups— Walk Leader Checklist available from Development Officer.

## 4. Group Monies

- Collect a Blue Box for donations to venue costs, currently £1.50 per session for delivery to the Blue Box Team at least every 3 months for banking.
- Refreshments can be provided, for a small charge, e.g. 30p.
- Any money collected for running Group activities (e.g. entrance fees, tickets, transport costs) and any money retained by the Group must be advised to the Treasurer so that the overall financial position of Bu3a is accurately reported. Small amounts held for refreshments do not need to be reported
- Insurance allows a maximum of £150 cash to be held by a Coordinator.