

# Group Leader Guidelines

## General

Group Leaders have the freedom to manage their groups as they think best to suit their activity.

All members are subject to the provisions of the *Membership Terms and Conditions* which includes a *Code of Conduct* which is the minimum standard of behaviour we expect from everyone involved in U3A Jávea activities.

If there are any breaches of this *Code of Conduct* the member(s) or Group Leader should raise the matter with the Committee and it will be dealt with in accordance with the *Grievance Procedure* also included in the *Membership Terms and Conditions*.

Although Group Leaders have the freedom to manage their group, there are guidelines as below by which they must abide for the benefit of all members:

1. The Group Leader and all the people in the Group must be paid-up Members of the U3A Jávea.
2. The Group Leader must respond to emails from U3A Jávea Members or those enquiring about the Group promptly.
3. The Group must be open and prepared to accept new members unless there is a restriction on the numbers for a venue or particular activity. Once a Group reaches its limit the Group Leader must operate a waiting list and must select from this list in date of application order.
4. If there is more than one Group undertaking the same activity, Members can only take part in one of these Groups to allow as many as possible to enjoy the activity.
5. Group Leaders may not exclude a U3A Jávea member from their Group for any reason other than their ability to undertake the activity. If an exclusion is being considered Group Leaders must send a written explanation of the circumstances to the Groups Coordinator who will consider the case and advise accordingly.

## Members Personal Information

1. Group Leaders will often collect email addresses and phone numbers from their Group members in order to keep in touch. **This information must be kept secure and confidential and never disclosed to anyone without express permission of the person concerned.**

2. When sending emails to the whole group the **Bcc facility must be used** so that members cannot see each other's email addresses.

### **Photographs**

1. If photographs are taken at a Group event the Group Leader must ask whether anyone objects to being included as the photographs may be published on the website and/or on the private or public U3A Jávea Facebook page.

### **Group Leaders' expenses**

If you have incurred any expense relating to running your Group, e.g. new equipment, you can claim it back from the U3A Jávea using the Expenses form accessed on the Miscellaneous Information Page. This should be sent to the Treasurer by email to [treasurer@u3ajavea.com](mailto:treasurer@u3ajavea.com).

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