



## **Kings Hill and District Guidelines for Conveners**

### **1. Attendance:**

- Please keep a list/register with the names of your members in your group(s). For those of you who would like to use a form, one is attached for you. It is useful to add the post code of the venue in case of an emergency.
- We would ask that you ensure all the members in your group are members of our U3A. Some Conveners ask members for their membership number and add this to their list/register. If you are unsure, our Membership Secretary, Mark Richards can confirm for you.
- Please encourage your members to let you know in advance whether they are coming so you can prepare accordingly.
- Always send a reminder email to members about the next meeting.

### **2. Visitors:**

- Visitors (members or non-members) are permitted to go to a Special Interest Group (SIG) in our U3A on 3 occasions. They should contact you first! After that, they need to join the group and non-members must sign up for membership of our U3A. (This policy is also used for visitors to our main monthly meeting who are able to come along for 3 meetings.)

### **3. Content of the meetings:**

- Content planned for the SIG meetings is for all the members to decide. Everyone should contribute, even if it is taking their turn to provide the refreshments or host a session. It is always a good idea to ask members what they think of the activity so far and if there is anything they would like to contribute. Please make sure that everyone is included in this as quiet members may be less inclined to have their say.
- As Convener, you do not have to be the subject expert, neither do you have to have any qualification in your subject. Everyone has some knowledge or experience to share with the group. Your role is to contact all members to let them know when and where the next meeting is to be held. Members might need to be sent information and an update from you. Computer Skills are not essential but helpful when contacting members. There are National Subject Advisors for many subjects, so you could contact them on the National Website [www.u3a.org.uk](http://www.u3a.org.uk) for advice and guidance about your subject.

### **4. Venues:**

- Where possible we use our own homes for meetings. Some larger groups use outside venues. It is entirely up to the Special Interest Group to decide where and when they meet. If you have to pay for the venue, make sure you ask for funds to cover a few months. This way, if numbers decrease one meeting, the cost to a few individuals attending does not become too expensive.

## **5. When a group reaches capacity**

- In our U3A, we do not turn members away telling them we are full; neither do we have waiting lists. Not all members come to the SIG meetings every time but please advise our Groups Co-ordinator, Jan Atkins if you have reached the point when you cannot accommodate any more members.
- Please then refer any further enquiries you receive about joining your group, to Jan Atkins who will contact them. These members will form the next group and a note will be added to the newsletter advertising the new group.

## **6. Finance:**

- Some Conveners keep a small book to summarise any funds you might be collecting for venue or materials. This can then be shared with the group. If funds exceed £50, please let our Treasurer, Joyce Evans know.

## **7. Newsletter:**

- To promote what our SIGs are doing, we ask that Conveners add articles to the monthly newsletter from time to time. Julian Smith is the editor and he is happy to receive photos too, especially if the group did something that our membership might be interested in.

## **8. Handbook and Website:**

- Please send Mark a short paragraph about what happens in the group, the venue, time and day. He will then add this to the Website and the Handbook.
- We produce a handbook annually, so after printing (in October) there will be no amendments until the next print run a year later.
- Your email address will be added as the contact details unless you advise otherwise.
- We do not include telephone numbers to the Website unless specifically requested.

Contact details of Committee Members mentioned above can be found on our website [www.kingshillu3a.org.uk](http://www.kingshillu3a.org.uk), in our handbook or in our monthly newsletter. We hope most of your questions will be answered here but if you have any further queries, please let us know. You can also find advice sheets on the National website [www.u3a.org.uk](http://www.u3a.org.uk) in members' area.

Finally, please don't forget to have fun!

Thank you.

**Kings Hill and District U3A**