

SOUTH LAKES U3A

STARTING A NEW GROUP

We welcome all proposals from members who are prepared to start up a group. These notes are to help any member thinking of starting up a new group, so that everything runs smoothly, and that everybody who needs to know about it does so.

Any new group needs to have a formal approval, to ensure that it complies with our constitution and the spirit of the U3A – for example that it does not imply U3A support for any particular faith or political group. So start by informing our Vice Chairman, who will decide whether you can go ahead immediately or whether the committee needs to be consulted. When you have the go-ahead the Vice Chairman will give you a copy of the Group Coordinators' Guidance Notes, and guide you through the following steps, helping you where necessary.

1. First find out how many people might be interested in joining by advertising your proposal through one or several of the following channels:
 - Our newsletter
 - Our website
 - A stand at the September Open Morning
 - An announcement at a Monthly Meeting

Which of these you choose will depend on when you plan to start the new group.

2. Once you feel you have enough potential members to make the group worthwhile it's a good idea to get together with them to decide how often to hold meetings, the best day and time to meet, and to agree how the group will work.
3. Next you need to decide where to meet. The options are to meet in your own or a member's home, or to ask the Room Booking Officer to find a suitable location. The first of these options is preferable if it looks like your group will be quite small.
4. Now you are ready to start. Remember to tell your potential members the date, time and location of the first meeting. The Vice Chairman will give the Newsletter Team and the Website Editor details of your group – you will need to provide a few words about what the group will do. The Vice Chairman will also need your contact details, including email address if you have one. It's also a good idea to advertise your group again using the media listed above, as there may be more U3A members interested in joining.