



Hertford & District u3a
Charity Commission number 1027766

Group Leaders Handbook 2024

On behalf of the entire membership, we extend our gratitude to all new and existing group leaders and organisers at Hertford & District u3a.

This handbook serves as an operational guide for Group Leaders / Organisers. It is not intended to be a definitive guide but rather a reflection of good practice.

However, the guidelines under Financial Procedures must be strictly adhered to.

Hertford & District U3A is a registered charity. The Charity Commissioners direct the trustees, who are the elected members of the Executive Committee, to ensure that all collected funds are properly accounted for.

If you have any questions about the handbook content, please contact the Groups Advisor or, for financial questions, the Groups Treasurer.

This document is divided into five sections:

SECTION 1 – INTRODUCTION

SECTION 2 – GENERAL INFORMATION

SECTION 3 – FINANCIAL MATTERS

SECTION 4 – SETTING UP A GROUP

SECTION 5 – APPENDICES

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1. Licences

Hertford and District u3a holds licences as follows:-

Copyright Licence for Adult and Community Learning (ACL):

The Agreement taken out by the Third Age Trust permits the blanket copying and scanning of copyrighted print material for educational purposes without having to approach the individual rights holder on each occasion. It offers:

- Right to photocopy from any publication (book, journal or magazine published in the UK (and other countries)

- Extracts up to 5%, one chapter, or one article – whichever is greater
- Right to copy onto acetate or enlarge copies
- Right to digitally copy (scan or retype) and to use these digital copies with digital whiteboards, email and so on
- Right to store copies for one year
- Copying entire works for visually-impaired students
- No requirement to maintain records.

Reproducing Ordnance Survey Maps:

This licence permits the reproduction of sections of Ordnance Survey Maps, not exceeding A4 in area, for distribution within Groups (small quantity up to twenty or so), for personal use only on walks etc. The map's scale must not be changed by any great amount and no charge is to be made for copies. All copies must have this credit to OS: "Reproduced by kind permission of Ordnance Survey Crown Copyright NC/02/39919"

Phonographic Performance Ltd Licence (PPL) This covers the use of recorded music for any physical activity groups (e.g. keep fit, yoga, dancing); at monthly meetings and for music appreciation groups which involves listening to music and then talking about it afterwards.

MPLC Umbrella Licence Certificate This ensures copyright compliance for the legal use of pre-recorded DVD/Blu-ray media or downloads within all u3a Groups

Help and support

Data protection

Membership numbers, together with group member's contact details must be securely maintained and under no circumstances passed to any third party without the permission of the member concerned. Group organisers will:

- ❖ Delete information that is no longer required for membership purposes
- ❖ Keep personal data secure
- ❖ Ensure the use of strong passwords
- ❖ Avoid sharing passwords with others
- ❖ Avoid sharing email addresses or personal information via email without permission
- ❖ Use bcc (blind carbon copy) when sending group emails unless all members have agreed to share their email addresses.

Resources

- ❖ Subject Advisers: There are Trust volunteers with specialist knowledge in a wide range of topics. Contact details are on the [National Website](#) and in Third Age Matters magazine.
- ❖ External organisations: museums, libraries, schools, universities.
- ❖ u3a publications: check the national website for the latest publications and online workshops.

- ❖ Networks, regions and neighbouring u3as allow you to draw on experience from within the movement.
- ❖ Regional Trustees will provide an overview of the region and a link to the National Office.
- ❖ National Office: the staff team are available Monday to Friday to offer support.
- ❖ Hertford & District u3a has equipment which is available for all groups to use, a list of which is being produced. Meanwhile, please send enquiries to the Groups Advisor. If you wish to make use of any of it for your meetings, please contact Paul Chamberlain on ukpaul@gmail.com [07980 875842] as soon as you have confirmed the date for your event so that he can record it in the diary. It may also be possible for Paul to attend and assist in setting up and operating the equipment if available and given enough notice.

Other learning opportunities

- ❖ Shared Learning Projects and Shared Learning Project Coordinators – contact details available from the national website or TAM magazine.
- ❖ National and regional summer schools
- ❖ Events facilitated by the national office
- ❖ National, regional and network workshops and study days
- ❖ Outreach departments of universities

Sharing information

It can be good to share information about your group which can be done in several ways:

- ❖ On the Hertford u3a website
- ❖ In the u3a Contact magazine
- ❖ At regional, network or local events

Policies and procedures

The appropriate Executive Committee member and/or the Groups Advisor will advise you of the u3a insurance arrangements as well as policies and procedures that you need to be aware of. These will include matters concerning:

- ❖ Finance – See below
- ❖ Data Protection – See below

Contact the Executive Committee Secretary regarding any of the following:

- ❖ Safeguarding
- ❖ Equality, Diversity and Inclusion
- ❖ Accessibility
- ❖ Complaints
- ❖ Incident reporting – See below

The Executive Committee Secretary must be informed about any trip/holiday with one or more nights away by the organiser.

It is recommended that you also have a look at the advice section of the [National Office website](#) where a range of useful information can be found. It is also a good idea to sign up for the newsletter that is sent out by the Trust every month as this will keep you up to date with wider u3a news. You can sign up for the newsletter via the national website.

Copyright

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