How to set up a new u3a Group:

Decide on the subject for a new group

Consult the Group Leaders Liaison (GLL)

Recruit Potential Members. GLL will advise on how best to do this.

Initial meeting with prospective members to decide on the scope, frequency, day, time and venue

If meetings are to be held in member(s)' home(s) agree on host or rota. If meetings are to be held in a public building refer to the GLL

Give the GLL the group information: day, time, leader contact details and group description. The GLL will then organise publicising the new group. The webmaster will give you access to a new page on the website. It is advisable to get access to Beacon with Beacon administrator (non-mandatory).

Complete a risk assessment and register of attendance which you can find on the website; Beacon should be helpful with this. Check all attendees are u3a members, and therefore covered by u3a insurance. Submit to GLL after completion.

Off you go and enjoy ☺