

## Starting a New Group

Thank you for thinking about starting a new group and becoming a Convenor at Swansea u3a. Convenors are the life blood of the u3a and without them we would not have a u3a. This sheet is designed to help you through this process.

Please follow the suggestions below to make sure that your group is correctly registered and that the Convenor and the group members are all properly insured to take part in your activities.

**1. Contact the 'Groups Convenor'**, at [groupdev@u3aswansea.org.uk](mailto:groupdev@u3aswansea.org.uk), to discuss your ideas, the way forward and to register your group.

**2. Think about your page on the website.**

- a. Group Name.
- b. What we do:
- c. Where we meet:
- d. When we meet:
- e. Other information.
- f. Send this information to the webmaster, [webmaster@u3aswansea.org.uk](mailto:webmaster@u3aswansea.org.uk).
- g. You will have two entries on the website
  - i. In the 'Groups' section – this is a public area seen by anyone.
  - ii. In the 'My Groups' section – this is a private page seen by your group members only.

**3. Advertise your group.**

- a. Website advert.
- b. Email.
- c. Newsletter
- d. Lectures Slide Show.

**4. Group members.**

- a. Check that everyone joining your group is a Swansea u3a member – see 'Members' > 'Convenors help' and use the search at the bottom of the page to check if they are members.
- b. Notify Webmaster of your group members to enter them on to the data base – an email address will be required to identify members with the same name.

**5. Risk Assessments.**

- a. Discuss with the 'Groups Convenor' any risk assessments, or other safety matters, that may be required prior to starting your group.

Thank you for your help with this.

Best wishes,  
**Swansea u3a Groups Convenor**