

Group Leader Job Description

You are the administrator of the group and the point of contact for new members and the Groups Team, but can delegate technical or other functions to fellow group members if you wish. Interest groups are self funding. They may meet in members' homes or external venues. Communication with group members must respect the data protection laws, by using the Beacon system, and by using blind copied emails.

Administrative responsibilities of the leader (or delegate) are:

1. Keep a list of group members on the Beacon system, checking their U3A membership at renewal time, and register members meeting attendance
2. Collect contributions for refreshments if meeting at a member's house, or, if in an agreed external venue, collect and record contributions for room hire costs
3. Regularly update fellow group members as appropriate, and notify the Groups Team if the group information on the U3A website needs updating
4. For new groups meeting in an external venue, identify, with the help of the groups team if necessary, an appropriate venue. Establish the hire charge and the cost to individual group members, and agree arrangements for collecting contributions to cover the hire charge with group members
5. Keep receipts to submit to the Treasurer for the annual financial returns (March 31st), if appropriate.

Financial responsibilities of the leader:

As a charity there are strict rules regarding how we handle the money we receive from members, including expenditure within individual groups.

At the end of the financial year (31 March) you will need to provide the Treasurer with a summary of the income and expenditure of the group (all receipts should be kept). Most groups actually have nothing to report and simply inform the treasurer of a 'Nil Report'.

In the following cases there is no need for the group leader to record anything:

1. Where the member makes a personal payment for an entrance fee, meals, coffee, etc.
2. Where members make a contribution to the cost of hosting a meeting in a member's house.
3. If members make a contribution to another member for car sharing.

If you need to make a booking which entails a financial commitment, such as for meeting rooms or entrance fees (with a cancellation charge), or hold more than £100 of the group members money, then you should first contact the Treasurer or the Groups Coordinator.

If you need further information or are in any doubt about the rules please read "Chichester U3A: Financial Guidelines".