

## Flintshire U3A - Setting up a new Interest Group

1. **Have an initial meeting to assess interest in the potential new group.** The meeting should include the Groups Coordinator or Chair so that the U3A guidelines are adhered to.  
If possible have the initial meeting in a venue that won't cost anything for example a local coffee bar or pub.
2. **Managing the Group**
  - a. **Who will lead the group?**
    - a. It's best for someone to come forward initially. Two (joint) coordinators ensure that there is cover if one is away. It will be the responsibility to ensure that members are kept informed of times and locations of your meetings and keeping the group members informed of information about FU3A and National events, meetings etc that are passed on by the FU3A committee.
  - b. **What is the target audience for the group** e.g. people interested in outdoor activities, art, social history?
  - c. **How many members would the group cater for?**
    - a. FU3A has some very large groups e.g. Social History and Art Appreciation c.120 members and very small groups with only a few members e.g. Italian.
  - d. **How frequently will the group run?**
    - a. Will the group be an ongoing group that will run weekly, monthly, bimonthly or will it be a short term course that will run for a number of consecutive weeks and have an end point? E.g. the Memory Course, Outdoor Navigation.
  - e. **Where will the group meet?**
    - a. Will it be a public venue or someone's home, think about accessibility. Will the venue be available for each occasion the group meets? Think about alternatives.  
Coordinators are familiar with the U3A insurance guidelines.
    - b. (See the databases of venues on the website)
  - f. Think about the cost of running the group for example cost of venue and refreshments how will the group you funded will it be by a small charge per member at each meeting (most FU3A groups operate in this way). Or will it be a one off payment e.g. the Memory Course.
3. **Transport**

If the group requires transport e.g. groups that meet outside, bird watching, walking etc. Consider car sharing and paying the FU3A recommended millage amount to the driver.
4. **Application for Grants**

When an initial meeting for a new group has taken place and the group has met once, if necessary the group can apply for a small startup grant if they need too. This can be used to offset the cost of their venue for a couple of meetings until their own funds have built up.

**5. Managing the Finance.**

In FU3A all our interest groups hold and manage their own funds and are responsible for paying for their refreshment and the cost of the venue etc.

Group Coordinators are required to submit quarterly accounts to the Treasurer. The accounts submission form is available in Excel format and can be downloaded from the FU3A website.

Where a group is a large and builds up excessive fund, the excess funds are held centrally, ring fenced and managed by the FU3A Treasurer.

Please read the **Financial Guidelines February 2017** document which is available for download from the Coordinators page on the FU3A website.

6. **Ensure that the Chair, the Groups Coordinator, Website manager and Calendar Manager** are informed of the details of the group. Name and contact for coordinator/coordinators, meeting days and times, venue details.  
Also ensure that the above people are notified of any changes.