



SHORT-FORM GUIDANCE FOR GROUP COORDINATORS

Thank you for coming forward to coordinate your group – we could not have done it without you.

It would be helpful to remind Group Coordinators of the ways to ensure your group runs well.

- Be on time and welcome all your members, especially new ones.
- Check that they are Fu3a members. Make a simple list of those who attend, at the beginning of the meeting for health and safety reasons.
 - You can download a spreadsheet of group members from the Beacon management system.
 - Using Beacon to help run your group is useful.
 - If you need help in getting started – we do have people to help, just ask.
- Remind members that everyone should be treated with respect, no unpleasant comments.
- Encourage all members to contribute to the group in some way. E.g.
 - ideas for the 'programme'
 - someone to collect the money (if any is paid)
 - someone to make the tea
 - someone to run a group meeting.
- Plan a programme with the help of your members.
- Promote any Fu3a Open meetings, events and national u3a events, making sure that all information is correct.
- Records must be maintained by all Fu3a groups with any financial transactions (income or expenditure) recorded on Beacon. (See the Group Finances Policy for full details).
- Attend the group coordinators meetings, (held twice a year) or send a representative to ensure you get all the up-to-date information and support.
- Promote your group via the newsletter, New members coffee morning and website.





- Respond to Fu3a emails promptly.

Do ask for help from the committee or Groups Liaison – we are here to assist and support you.

These guidelines underpin the **Full Group Coordinators Guidance** document, the **Fu3a Code of Conduct** and the **Financial policy**,

Fu3a	Description of changes	Reviewed by	Date reviewed	Next review due
Version				
1.0		Group Liaison	April 2024	
2.0	Branded and updated	Project Document Team	March 2025	3 years



