

Guidelines for Group Coordinators on Welcoming New and Returning Members

Feedback tells us that Bradford u3a groups are welcoming and friendly. This guidance supports the effective role already carried out by group coordinators.

Group Coordinators Group Management

Group Coordinators need to agree, with the group where appropriate, what the maximum number is for the group. They need to keep an up-to-date list of members with emergency contact details. The membership list and maximum number should be recorded on Beacon.

Joining or Rejoining a Group

New members should contact the Group Coordinator before joining a new group. This is to check that the group has spaces and that no information about the arrangements for meeting have changed.

If you have not been to a group for six months or more, you should also contact the Group Coordinator before attending a meeting to check that there are still spaces and so that the group coordinator knows to expect you.

Group Coordinator Welcome

When anyone joins a new group, it is important to make them feel welcome and to introduce them to other members. It would be helpful to give an overview of what the group does at the start of the meeting. At the end of the meeting, talk to the new member to check everything went well for them and whether they plan to carry on with the group. This also enables their details to be recorded as a group member.

If someone arrives at the group without warning, it is important to make them feel welcome at that session. If there are any issues, for example the group is already full or they are not a member, talk to the person after the meeting. Explain to them what will happen next, e.g. they will be placed on a waiting list.

Conclusion

Any difficult issues can be passed on to the Groups Secretary or Chair. They will come back with a response within one month (allowing for committee discussion where needed).