

## NEW GROUP/GROUP LEADER INTERVIEW

1. Firstly, may I say how pleased we are that you have offered to Lead the Group and/or start a new Group. The Groups Co-ordinator is the person you should refer to if you have any concerns or queries about the group.
2. You, as leader, may wish to do all the secretarial work and accounts yourself. But you may wish to find someone in the group who would keep the register, collect the fees and send the accounts to the treasurer.
3. A folder is provided and contains:-
  - Register
  - Account forms
  - Guidance notes for Group Leaders
  - Money bag
  - Start up leaflets and information on resources (if available for your subject)
  - Resource Centre – Information for Users
  - List of U3A Network Co-ordinators
  - Sources and application form
  - U3A Liability Insurance details
  - Accident/Incident Report Form
  - 'Frequently Asked Questions' sheet
4. Where will the meetings be held?  
Possible rooms available. Costs.  
  
Timing of the meetings – dates.
5. Fees - £1.30 per meeting or £0.90 per meeting when paying for a series of meetings in a rented room. Refunds will not be made for non-attendance by members who pay in advance for a course of meetings. These charges may be more if a tutor is in attendance.  
  
50p each meeting when a rent is not paid e.g. in a member's home.  
  
£1.50 every 3 months or £5 per annum when the group has outdoor meetings (i.e. Amblers, Out & About, Walkers).
6. Publicity for the group e.g. at Monthly Meeting, in the Newsletter etc.
7. Programme for the meetings.
8. Refreshments at meetings?
9. Group Leaders' Meeting