

## How Hard can it Be (HHciB) Group Guidelines

Our aim is to have fun whilst challenging ourselves to do things we may never have done before. The group is democratic in decision making. It's open to all Leicester u3a members, please come along to a taster session ie a Planning Meetings are held on the 1<sup>st</sup> Friday of the month All dates are on the Planners found on the website <https://u3asites.org.uk/leicester/groups>

You must be a u3a member to take part in any activities and you are then covered by Public Liability Insurance but please note *this is not a personal accident policy*. In order to be covered for personal accident, it would have to be shown that the u3a, its agents or members has in some way been negligent in causing injury to the victim. Please bear in mind that you do activities at your own risk.

### Activities

Suggestions for activities can be added at any Monthly Planning Meeting, *every* suggestion is welcomed whether it is very demanding or simply relaxing.

There is no obligation at all to take part in any activity; if two people express interest then we go ahead. We have an activity each month.

Sharing the load makes it easier for everyone; by becoming a member of the group you agree to be responsible for researching and organizing activities along with everyone else.

Following research the activity is advertised to everyone using a standard email format or WhatsApp with a closing date for expressions of interest.

This expression of interest email/WhatsApp will give alternative dates, the most popular date will then be chosen and you'll be notified by the organizer.

If it's suitable for you then it's your responsibility to tell the organizer by the closing date and also pay any up-front booking costs so that s/he can book the activity. If you don't then the organizer will assume you are no longer interested and you won't be included.

If you need to cancel any up-front costs that have been paid you will need to forfeit these; the activity organizer cannot be responsible for obtaining refunds for you.

We support car sharing so if you accept a lift to a meeting/activity it's expected that you give the driver £2 towards costs as per Leicester u3a Guidelines; this for either a short or long journey.

### Planning Meetings

Monthly Planning Meetings are hosted by rotating group members and held on the 1<sup>st</sup> Friday of the month at 10am. With everyone's input we then produce a Winter and Summer six monthly plan with proposed activities to research and organize. Link to Planners: <https://u3asites.org.uk/leicester/page/86488>

### Finance

*In line with u3a guidelines:*

The group is self-financing.

A money-keeper keeps simple accounts and submits them as required by the u3a treasurer.

Guidelines from the u3a Treasurer to be followed.

Activities can either be paid for on the day at the venue, or if booking is required then collected by the organizer, passed to the u3a Treasurer who will pay by debit card as necessary.

No money should ideally be paid to outside organisations using personal debit/credit cards but it is recognized that sometimes it is unavoidable. However large amounts should be avoided because if you pay an outside organisation with your personal debit card it implies it is a private transaction, in which case it would not be covered by u3a indemnity insurance should there be any recovery problems.

### Communication and Data Protection

As a minimum you will need to give your email address to the group in order to receive notifications of activities etc. We also communicate regularly by using WhatsApp.

Additionally we also share addresses and phone numbers; there is no obligation to do this of course. No personal details will be disclosed to anyone else without your permission. We also post photos and videos on our group webpage of Leicester u3a website, again you'll need to give your permission if you're happy with this.