

HOW TO START A NEW FURNESS u3a GROUP

1. Contact the Furness u3a Groups Liaison officer from the Furness u3a website. Go to the Committee page, select Groups Liaison and send your e-mail, or you can meet in person at u3a events
2. Discuss your idea for a new group with the Groups Liaison
3. You can volunteer to be the new Group Leader at this stage if you wish.
4. The Groups Liaison will produce an A4 display board for the new group, to be displayed at meetings
5. Furness u3a members will be able to sign up in person at the New Groups table at Furness u3a events.
6. The new group will also be advertised in the u3a Newsletter
7. Once enough members have signed up, a first meeting of those members will be arranged by the Groups Liaison
8. Any specialist support from established Group Leaders will be arranged by the Groups Liaison for the first meeting.
9. At the first meeting, volunteers will be confirmed as Group Leaders, together with venue, frequency of meetings, day, time and any travel arrangements
10. The Groups Liaison will arrange access and training of the Furness u3a Beacon database for the Group Leaders, in order to email their Group members
11. The Group Liaison will then leave the group to run itself and remain as background support when required.