

u3a in Bath

How to set up a new Group

Members of the U3A in Bath offer a wide range of groups and activities of all types but we are always interested in new ideas. New groups start in a variety of different ways –

- someone may have a brilliant idea
- two or three people may discover a shared interest not already catered for
- occasionally we get inspiration from other U3As
- a current group is full and we need to start another

Whatever the impetus, the first stage is finding other like-minded members and then getting together to get going – working together is what the U3A is about and it is really very simple!

Step 1	Send the Groups Advisers an email at: groups@u3ainbath.org.uk Include your idea and contact details.
Step 2	Arrange a get-together, maybe after a monthly meeting at the Pavilion, or at home, or a pub or coffee shop.
Step 3	Decide: <ul style="list-style-type: none"> • what your aims are • when you are going to meet • where you are going to meet • how you are going to organise yourselves – remember to share the jobs around • You will also need to think about costs. If you meet in members' homes then a small payment should be made to the host (about 50p is recommended;] if you meet in a community building where you have to pay a fee, then you will need to decide on a subscription to cover these costs and make arrangements to pay them via the treasurer.
Step 4	Download a group details form from the website, complete it and return it to the Groups Advisers, by email to: groups@u3ainbath.org.uk
Step 5	Email the Newsletter Editor at: newsed@u3ainbath.org.uk with the group's details to include in the monthly Newsletter.
Step 6	Write an entry for the Website using this format: <ul style="list-style-type: none"> • what – to describe your group • when – to explain when you will meet • where – to give details of your venue and email it to the Webmaster at: web@u3ainbath.org.uk
Step 7	Whoever is responsible for the membership list should collect contact details for each member: Name / address / phone / email / U3A membership no. (it is important to check this each year) It is also a good idea to keep a register of attendance.