

#	CHECKLIST FOR GROUP LEADERS	✓	Notes
1	Have you thought of a Deputy Leader of the Group?		
2	Do you have an informal Risk Assessment for your venue or activity?		See the Documents tab on the website
3	Have you set a maximum membership for the Group?		Look on Beacon or ask Groups Organiser for any waiting list
4	If you accept a new member to your group, please inform groups@thanetu3a.org.uk so that Beacon can be updated.		
5	Do you have an emergency contact for every member of the Group ?		Check Beacon or Membership Sec.
6	Anyone visiting our website may use the facility to email you about joining your Group. Please try to reply to them.		
7	Remember a non-member may attend for 1 meeting only,		
8	Remember to keep an informal register for every meeting		'Informal' means your chosen format
9	Do you know you can update your Group's entry on the website?		Please contact website@thanetu3a.org.uk
10	You need to decide how to collect the fee from your members for the venue hire and then to send to the Treasurer		
11	Do not reveal email addresses outside of Thanet U3A and use <u>.bcc</u> not <u>.cc</u> when circulating notices.		GDPR!
*	Groups Organiser - groups@thanetu3a.org.uk Thanet U3A website: thanet.u3asite.uk ITsupport@thanetu3a.org.uk to use Beacon website@thanetu3a.org.uk for website manager		
*	Several useful documents for Group Leaders are on the Documents tab of the website https://thanet.u3asite.uk/		