

- **Learn how to use Beacon**, a nation-wide facility provided by the u3a for the management of u3a data. It is **very easy to use** and is the most efficient and secure way to:
  - Hold your members' contact details
  - Correspond with members of your group
  - Find out if a new member of your group has joined Monmouth u3a or not
  - Keep your group's details up to date – you will no longer need to keep them on your computer/laptop and so won't risk breaching GDPR rules.
  - Access your members' ICE (In Case of Emergency) details
- **When a new member joins your group**, check they are a member of Monmouth u3a in Beacon, or ask the Group's Co-ordinator/Membership Secretary.
  - They should not attend more than one meeting before becoming a u3a member.
  - Monmouth u3a does not have a reciprocal arrangement with any other u3a, therefore to join Monmouth members must pay the full membership fee.
- **Send a list of your members to the Groups' Co-ordinator once a year.**
  - If you are going to use Beacon, keep your membership list up to date by adding or removing members as they come and go.
  - If you are not going to use Beacon, notify the Groups' Co-ordinator when a new member joins or leaves so they can update Beacon.
  - Ask your members to notify you when they leave.
  - Inform the groups' co-ordinator when you agree for another member to be convenor for your group.
- **Check your emails regularly (once a week at least).**
  - New members will probably contact you this way.
  - Notices to convenors will come by email.
  - Reply promptly to emails when requested to do so.
- **Details about members in your group**
  - Do not keep members details on your private laptop/computer without their permission. To do so is illegal.
  - Use the BCC (blind copy) facility when emailing the group unless you have specifically obtained each member's permission to share their data.
  - Delete member's details as soon as they leave.
  - Never give member's details to anyone outside the group without first getting their permission.
- **Managing Group Finances.** Where relevant, responsibility for group finances lies with the convenor. This might include:
  - Collecting group membership subs, paying a lecturer/teacher, room hire expenses, buying consumables for tea/coffee at meetings.
  - Convenors are advised not to keep more than £50 in petty cash.
  - Cheques and surplus cash should NOT be paid into your personal account, but into the dedicated u3a account: Monmouth u3a Activities, sort code: 30-95-71, Account No: 00694365
  - Contact the Treasurer for a paying-in book: [sue@cobourne.com](mailto:sue@cobourne.com)
- **Keep your webpage up to date** by providing information to the website manager. On your webpage you need to provide the following:
  - Information about what the group does
  - Day, time and place of where it meets
  - Name of the convenor and their contact details
- **Is your group doing anything particularly interesting or unusual?**

- o Tell the membership about it by putting something in the Newsletter.