Monmouth u3a website

Important information for Convenors

u3a
Monmouth

ABOUT US WHAT'S ON OUR ACTIVITIES BE INVOLVED CONTACT US JOIN US

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Welcome to Monmouth u3a

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Looking for something interesting to

As a Group Convenor you will simply help to ensure that the Activity Group operates efficiently by keeping the membership list up to date, communicating by email with Group Members and, if required, booking speakers, checking room hire arrangements and payment of costs. In fact, some groups have multiple Conveners, making the responsibilities even easier to manage.

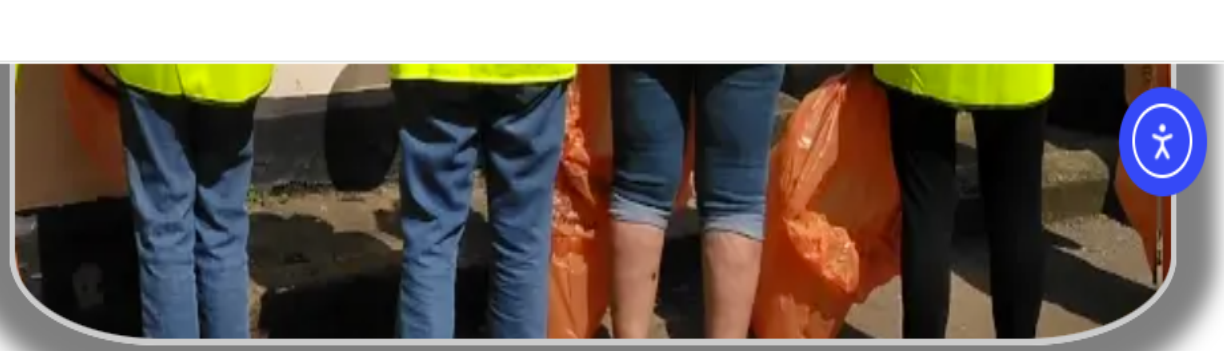
The Monmouth u3a **Groups Coordinator** is always on hand to help and guide Convenors through the process.

The Committee is always keen to hear ideas for new Activity Groups. Please use the blue button below.

Suggest a new group

u3a Insurance

Activities Day by Day



Coordinators & Groups presentation – 21 Jan 2026

Data Protection Awareness

Finance presentation – 21 Jan 2026

Group Convenor

Setting up a New Group

Website & Beacon presentation – 21 Jan 2026

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AI generated summary of Convenor role document

The Group Convenor manages meetings, communication, membership data, and finances using Beacon, ensuring data protection and regular updates. Responsibilities include setting up or taking over groups, organizing venues and speakers, maintaining budgets, managing waiting lists, updating the website, obtaining consent for photos, and ensuring health and safety compliance. Collaboration and adherence to policies are essential.

Please remember

- Keep membership list up to date
  - Keep a waiting list if needed and inform Group Coordinators when it is getting long
- Keep the website up to date
- Keep an eye on the finances
  - 2 months advance payment by bank transfer
  - 2 months reserve ‘in the bank’ to cover costs
  - When closing a group the reserve must be kept in mind to be used before closing

Please remember cont.

- Data protection – use Beacon for communication
- Health and safety
  - Risk assessment of venues
  - Risk assessment for activity groups
- Contact Jo or Monica if there is any problem

Important information since last meeting

- How the groups have evolved
- How we behave in u3a
- Inviting political individuals

New groups

- Home and Garden Visits
- Many music and theatre trips planned
- Trips abroad planned
- Flower arrangement
- New group proposals in the planning

Closed Groups

- Afternoon tea
- Chair ballet
- Creative fun with fabrics
- Creative thinking
- Flower arrangement

How we behave in u3a – Monmouth u3a Code of Conduct

Monmouth u3a members shall:

- Abide by the procedures and practices of Monmouth u3a
- Act in the best interests of Monmouth u3a
- Treat other Monmouth u3a members with courtesy and respect
- Support the decisions of the Monmouth u3a Committee
- Advise the Membership Secretary of any changes in their personal details

Inviting politicians

- You cannot promote a political or religious view
- A politician can only be invited to provide general information or facilitate a discussion for example
  - What happens in the House of Parliament
  - What happens in the local Council
  - Assisted dying
- Discuss with the Committee before inviting a speaker with a political or religious background

Thank you!

Without our Convenors Monmouth u3a would not be the very successful Charity we are