



**WELCOME**

to

**Chester U3A Co-ordinators  
Saturday 18<sup>th</sup> September 2010**

# BEST PRACTICE - Copyright Licence

The CLA "blanket" licence permits the blanket copying and scanning of copyrighted print material for educational purposes without having to approach the individual rights holder on each occasion.

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§ **Copying entire works for visually-impaired students**

§ No records to maintain

**Note: It does not allow sheet music to be copied**

# BEST PRACTICE



The Phonographic licence is necessary if you use music regularly

Phonographic Licence allows you to:

1. Use music in any physical activity groups e.g. keep fit, aerobics, yoga, line dancing etc
2. At monthly meetings (background or otherwise).
3. For music appreciation classes which just involve listening to music and then talking about it afterwards i.e. nobody leading the group with prior knowledge or no advance preparation or planned programme of study.



# BEST PRACTICE

## CHARITABLE DONATIONS

### **THE GOLDEN RULE**

Charities cannot give to another charity unless for a service

From Lin Jonas

Support for a charity cannot come out of membership funds. However, it is acceptable to hold a raffle in support of a charity provided the money does not go through the bank accounts.



## BEST PRACTICE

# Bank Accounts

The committee are ultimately responsible for any accounts that come under the umbrella of Chester U3A

Any group whose income exceeds £100 is required to submit details of their income and expenditure each year for inclusion in the financial report which is presented at the A.G.M. in November.

This is to protect the Group co-ordinator and Chester U3A

Currently this is known to apply to:

Ballroom Dancing  
Bridge

# BEST PRACTICE

## Difficult Situations that can arise within Groups

- One or two people involved - should be kept confidential not discussed with other members of the Group.
- The whole group is involved - a Group meeting should be arranged - to hopefully resolve the problem
- Face to face contact is recommended to discuss the situation or difficulty. If not possible contact by telephone.
- **Not acceptable by e-mail or by letter - this can often make the situation worse**
- If you are uncomfortable in handling a problem within your Group pass it on to the Groups Liaison Officer

Most coordinators will assume that a member who does not attend 3 consecutive meetings, without explanation, is no longer a member of that group. The place in that group can then be offered to someone on the waiting list.

Welcome Pack given to members when they join.

# BEST PRACTICE

Difficult Situations that can arise within Groups

**Being a Co-ordinator should be a pleasurable  
and not fraught experience**