

U3A GEOLOGY GROUP – SUBGROUP GUIDELINES

1. A Subgroup has the purpose of allowing members of the main Geology Group to pursue particular interests in the general field of geology outside the main Geology Group talks and visits. Each Subgroup shall appoint a named Point of Contact (POC).
2. Subgroups are meant to be flexible; they can be initiated and terminated at the wish of the participants. Some Subgroups may be short-lived while others may want to carry on for some time. All Subgroup meetings should aim to be self-financing but see paragraph 8 below. Subgroups are to adhere to the Geology Group Guiding Principles document.
3. While Subgroups have no formal reporting responsibilities on their activities they should keep the main Geology Group Steering Committee aware of their continued existence or closure. The Committee should also be made aware of any proposals for a new Subgroup. One member of the Geology Group Steering Committee will be designated as the Subgroup Coordinator.
4. From time-to-time a Subgroup may wish to brief a meeting of the main Geology Group on their activities or findings as part of the main Geology Group programme. Subgroups are also encouraged to post the results of any of their studies or reports on the Geology Group web site.
5. The Geology Group collection of Rocks and Fossils and also the library material is available to Subgroups as required.
6. All Subgroups are set up, via the Geology Group, under the auspices of the Malvern U3A and are bound by their rules and regulations. As such members attending a Subgroup meeting are covered by the U3A blanket insurance policy by virtue of their Malvern U3A membership. Subgroup meetings in halls will attract the standard Malvern U3A central charge, currently £1 per member.
7. Meeting charges should be passed to the Geology Group Treasurer by the Subgroup Point of Contact (POC) accompanied by a record of people attending. Cheques should be made payable to the Malvern U3A Geology Group
8. A Subgroup may request funding up to £30 from the main Geology Group for one off items like maps or other resource materials to help their studies. Please bear in mind that after the subgroup concludes its studies, such material remains the property of U3A and should normally be passed to our group library. A prior written case must be made to the Group Steering Committee justifying the need for such funding and should explain how the money will be spent.