

Roles and Responsibilities

Group Leader

Summary

- To become familiar with the Membership Application Form and the Constitution.
- To establish and maintain an interest group through organising group meetings, carrying out administration tasks and communicating with group members and the Groups Coordinator.
- Some of the Leader's responsibilities may be shared with other members of the group, e.g. by having a deputy/assistant or even a co-leader. It is important to develop a shared responsibility within the group to help with leading a group session, doing research for a session and for contingency and succession planning.

For further, more detailed information on the Group leader role and responsibilities please see the Group Leaders Handbook available to read or download from the March u3a website.