

Roles and Responsibilities

Groups Coordinator

Summary

1. To become familiar with the Membership Application Form and the Constitution.
2. To liaise with Group Leaders, assisting them in their roles and helping and advising them as required.

Responsibilities

- To become familiar with the Membership Application Form and the Constitution.
- Gather input in support of suggestions for potential **new** interest groups and assist and facilitate the setting up of potential new groups. This may involve holding a meeting with interested parties to discuss size of group, frequency and time/length of meetings, possible venues for meeting, equipment needed if any. Establish who will be leader(s).
- Assist to publicise such new groups via the website, general monthly meeting, monthly notices by liaising with Website Manager, Beacon Administrator, Publicity Officer and Secretary.
- Support and advise **existing** groups/leaders as required; be the first point of contact regarding any queries, problems, challenges that arise, referring more serious matters to the Committee. Advise leaders, especially newly appointed leaders, of the existence of the Group Leaders Handbook and relevant forms, e.g. incident report forms, on the website.
- Act as the point of contact between the Committee and groups/group leaders and keep the Committee updated on progress/development of groups.
- Maintain accurate details of all groups and liaise with Web Manager and Beacon Administrator regarding any changes.
- Organise periodical Group Leaders meetings so that knowledge, issues, new ideas etc. can be shared, and to show appreciation to leaders for all their input and work.

There is a wealth of information on the National u3a website to assist the Groups Coordinator (see the document "Interest Group Matters").