

Role outline - **Convener** of an interest group

Introduction – “interest groups are the lifeblood of the u3a”

Conveners and other group members who contribute to the running of Interest Groups are making a vital contribution to Longridge u3a, and we appreciate you giving your time and energy to your interest group.

This sheet outlines the role and responsibilities of Conveners and some of the practicalities of convening and running a group.

Each interest group requires a named member as Convener who is the link-person for the running of the group and for 2-way information communications with the Groups Co-ordinator (go to contacts page).

The u3a is a co-operative and mutually supportive organisation, so it is not expected that one person should carry the sole responsibility for running an Interest Group.

Tasks and Responsibilities

The Convener is responsible for the various tasks and activities outlined below to ensure the smooth running of the group. They are encouraged to share the workload involved by allocating tasks/activities with the agreement of those individuals in the group.

1. Develop a short description of the main purpose, aims and activities of the group in discussion with members where possible, and display these on the website.
2. Display the group's up to date meeting dates, times and venue and contacts on the website.
3. Lead or guide group members through the subject area.
4. Ensure the Membership guidance rules are applied. Go to Membership page.
5. Consider developing some Ground Rules for the group. Go to Ground Rules page.
6. Ensure the Health, Safety and Welfare (HS&W) guidance rules are applied. Go to HS&W page.
7. Ensure the Finance and Venues guidance rules are applied. Go to Finance page.
8. Draw on assistance advice from Groups Coordinator and other Trustees. Go to Contacts page.

The following administrative tasks are also required, and can be shared by the Convener with other group members.

9. Keep a record of attendance for every meeting on the Group Attendance sheet. Ensure all are members of u3a. Email the updated members list to the Groups Co-ordinator every 3 months or when requested.
10. Keep a record of money collected on Group Attendance and Accounts sheets. Email the Treasurer an updated copy of the Accounts at the end of June, September, December and March.
11. Go through the Meeting Checklist at every meeting. Go to Meeting Checklist.
Email the u3a Groups Co-ordinator with updates on Group details on the website, including dates, times and venues etc.