

# Role outline – GROUPS COORDINATOR

## Role summary

- Help facilitate the setting up of new interest groups.
- Support and advise Conveners.
- Encourage regular effective communications between interest groups/Conveners, the Committee and U3A as a whole.

## Main responsibilities

### **New interest groups**

1. Induct new Conveners into their role.
2. Encourage Conveners to organise sharing of tasks and roles within their group.
3. Set up groups 'Sign-up' tables at monthly meetings, where appropriate (ie only for groups with space). See Beacon names of all members and red flags for non-members.
4. Attend start-up meetings of new groups (arranged by the group) where possible.
5. Monthly contact with new groups for first 3 months to discuss and review progress.
6. Contribute to development of interest groups, linking skills, members and subjects.
7. Encourage Convener / group contributions to quarterly newsletter.

### **Support and advice to GCs**

8. Keep the Convener role information up to date and on the website. finance; venues; forms (eg accidents, expense claims); list of equipment that Conveners can access.
9. First point of contact for Conveners for questions and problems in the running of interest groups.
10. Help to resolve minor problems, drawing on assistance from the Committee where required.

### **Communications**

11. Maintain accurate programme of interest groups, including title, content, frequency, venue, day and time, contact of Convener.
12. Undertake 2-way Liaison between Conveners / groups and the committee with regard to updates on progress / development of groups.