

## GROUPS CO-ORDINATOR DUTIES AND RESPONSIBILITIES

### Role Summary

The Groups Co-ordinator keeps a record of all the interest groups that are running and supports and liaises with the Group Leaders. In line with the ethos of the u3a, volunteers are sought to lead interest groups in a variety of subjects.

### Main Responsibilities

The Group Co-ordinator is a committee member whose role is to support and liaise with the groups via the Group Organisers. The role involves;

- Supporting the ongoing maintenance of existing groups by;
  - Explaining their role and responsibilities
  - Keeping a current Beacon list of all group organisers
  - Sending out a monthly reminder to all group organisers a few days before each monthly meeting to
    - If the group would like a sign-up sheet at the groups table at the monthly meeting to recruit new group members
    - Ask the group to send any articles/photos/requests for new members to the newsletter editor before the 27<sup>th</sup> of the month
    - Remind the group to liaise with the Website Administrator to ensure their webpage is up to date and any notices they would like on the website about current activities are posted
  - Being available with support, advice and problem solving
  - Liaising with group organisers concerning waiting lists
    - Waiting lists may be held by the group organiser or by the group co-ordinator
    - If there are more than five names on the waiting list a new group will be proposed
  - Having a table at the monthly meeting where;
    - Existing groups can advertise for new members
    - New and existing members of Saxon Shore u3a can ask questions about the groups
    - New groups can be proposed and advertised prior to formation
  - Passing messages between the committee and the groups
  - Encouraging groups to use Beacon
- Encouraging the formation of and supporting new groups until they are established by:
  - Asking the membership for ideas for new groups
    - In the newsletter
    - At the groups table at the monthly meeting
  - Collecting names of members of potential new groups
  - Setting up a new group in Beacon when there is enough interest
    - Putting the members in touch
    - Establishing a group organiser and encouraging them to use Beacon
      - Liaising with the Beacon administrator to give the group organiser access to Beacon and explain how to use it
    - Helping the group organiser to liaise with the Website Administrator and set up a webpage for their group
  - Giving advice, support and encouragement as required
- Answering group enquiries from the membership of Saxon Shore u3a
  - Passing them on to the appropriate group organiser as required
  - Encouraging enrolment in groups via the website
  - Explaining how our groups function to new members of Saxon Shore u3a