



THE UNIVERSITY OF THE THIRD AGE
Ambleside & District

Guidelines for Coordinators

The Role of the Coordinator

The overall purpose of the Coordinator role is to facilitate activities for the Group which meet the interest and needs of the Group members.

The specific responsibilities are to:

- liaise with the Group members to agree the activities of the Group
- ensure the activities of the Group are organised
- to hold in trust any items, materials or equipment purchased using A&DU3A funds
- ensure the availability of the venue/s is arranged, and that setting up / laying out of equipment or furniture is undertaken as necessary
- conduct the business of each meeting of the Group
- keep a register of those members attending each meeting, where meetings are held within a building, to meet fire regulations
- collect appropriate subscriptions for each meeting
- complete the proforma for the Treasurer and forward it with the collected subscriptions where applicable
- where members of other U3A's join a group for an activity the Coordinator **must** have sight of a valid U3A Membership card. Any non-U3A member who attends a Group as a visitor will not be covered by U3A insurance and should therefore be encouraged to take up membership as soon as possible.
- inform Group members of any changes to the arrangements published for each meeting in the Newsletter
- to produce a written report on the Groups activity for the Annual General Meeting and forward this to the Secretary for inclusion in the minutes
- to attempt to identify and encourage Group members who show an interest in or may be willing to take over as Coordinators at some future time
- submit to the Editor items and diary entries for each Newsletter as appropriate
- attend meetings of the Coordinators
- keep the Chairman and Committee informed of any changes of timings or out of the ordinary activities

Meeting Subscriptions

There is no set, standard charge for group meetings.

The subscription charge made to members attending group meetings shall be set at the discretion of the Coordinator with no minimum or maximum limit but should be of a level to cover the normal running costs of the group but not to make a profit. Where meetings are held in members' homes a charge may be made to cover the out of pocket expenses of the host for the provision of refreshments etc. Meetings that are held in other venues should attempt to set a charge that will cover the cost of hiring the venue plus refreshments if provided. Provided that a reasonable attempt has been made to recover the cost then any shortfall will be met from central funds.

Special Expenditure

Coordinators will be allowed to spend up to a total of £50 per year from A&DU3A funds for equipment or other items required for the smooth and successful running of the group without seeking the approval of the Committee. Approval for any expenditure above this amount must be gained from the Committee before any transactions are entered into.

Guest Speakers

Where a group's activities are affected by seasonal conditions the Coordinator may use a sum to a total of £100 per year to pay for speakers or other activities which will keep the group operating throughout the adverse period. Any of this sum that is not recovered during the year will be treated as a gift to the group.