

## **JOB OUTLINE FOR INTEREST GROUPS CO-ORDINATOR**

### **Purpose**

The post-holder will co-ordinate the functions of the Interest Groups.

He/she will maintain effective communication between Group Convenors and the Executive Committee.

He/she will be a member of the Executive Committee.

### **Responsibilities**

The post-holder will:

1. Maintain an up-to-date record of all Interest Groups and their Convenors and make this information available for inclusion in the Information Pack.
2. To liaise with Group Convenors to ensure they maintain a list of members and membership numbers and to receive a report on total numbers attending each Interest Group.
3. Liaise with the Membership Secretary as and when required to ensure that members of Interest Groups are current members of Beccles U3A.
4. Maintain an information sheet showing the aims of each Interest Group and display it at the monthly meetings.
5. To arrange regular meetings with all the Group Convenors.
6. Liaise with Group Convenors regularly in respect of vacancies and waiting lists.
7. Encourage the formation of new Interest Groups.
8. To be the contact and provide assistance to Group Convenors who are experiencing difficulties in their group, or problems that might arise in running the group.
9. Encourage Interest Groups to provide suitable text and photographs for the website and quarterly newsletter.
10. Advise the Executive Committee about the development and performance of the Interest Groups
11. Encourage Group Convenors to submit a quarterly income and expenses details to the Treasurer using the appropriate form.
12. Contribute to the Trustees Annual Report.

March 2015