



## **GROUP LIAISON OFFICER - JOB DESCRIPTION**

The Group Liaison Officer is a position on the committee of Bedale & District u3a with a maximum term of 3 years, before re-election is required.

The Group Liaison Officer is the main point of contact between u3a members and Group Leaders and also between members, Group Leaders and the Committee.

### **Role summary**

To facilitate the setting up of new interest groups through supporting and advising the Group Leaders

To ensure good communications between group members, the Committee and the u3a as a whole.

### **Requirements**

- To attend monthly Committee meetings and report on any Group related news and to feed back any information from the committee to Group Leaders
- To have a regular presence at monthly meetings where possible
- To provide advice and support to Group Leaders
- To assist with setting up a new u3a interest group
- Good organisational skills
- To be able to communicate by email and in person
- To arrange an annual Group Leaders' meeting so that the leaders can present their accounts (where applicable) and a list of their group members.
- To advise on any update of u3a website content