

### **Job Description: Group Leader**

The role of the Group Leader is to enable the smooth running of the group.

- Arranging the meeting venue.
- Keeping a register of attendance at Group meetings.
- Keeping group information on Beacon and the website up to date.
- Managing the group's finances (if applicable).
- Supplying details of group meetings to the editor of The Clarion plus any vacancies in the group.
- Writing a brief report on any interesting or newsworthy activity of your group for publication in The Clarion.
- Attending the annual Group Leaders meeting and the annual Showcase.
- Keeping the group risk assessment up to date and notifying the groups' coordinator of any changes.

It is the group leader's responsibility to make sure that the above tasks are done, but the group leader can delegate the actions to a deputy leader or another group member.