

## Notes for New Co-ordinators

If you have generously agreed to co-ordinate a new or existing group, then here are few suggestions of what is required of a co-ordinator.

- If it is a new group then usually a short write up of the group's activities, days and times it meets and the name of the Co-ordinator and a contact telephone number should be sent to the Group Liaison Officer. It will then go on the Groups page on the Chester U3A web site and is included in the Groups Brochure which is sent to all new Chester U3A members. This allows new and existing members to contact the Co-ordinator if they are interested in joining the group. Even if the group is full, their names can be added to a waiting list and if enough members are interested, then another group can be started.
- If it is an existing group and the write up on the Groups Overview page is correct, then the new Co-ordinator only needs to inform the Group Liaison Officer of any change of Coordinator and the information can be publicised on the web site and in the Newssheet.
- A list of members in the group and their U3A membership numbers needs to be kept by the Coordinator. People who are not U3A members cannot join a group but visitors are occasionally allowed but will not be covered by the U3A insurance.
- The Co-ordinator needs a list of email addresses and telephone numbers of group members so they can be contacted and reminded of meetings etc. Please ensure that you comply with the GDPR. Group members need to agree to share their contact details. There is a form for this and this has to be done each year.
- There is usually an annual Co-ordinators' Lunch held in October. This is a way of thanking Co-ordinators for their efforts. Group Co-ordinators or a group representative are encouraged to attend. The lunch offers an opportunity to meet other Co-ordinators to discuss new initiatives and share expertise.
- Groups are also encouraged to showcase their activities by a short talk or demonstration at one of the Thursday meetings. This could be especially useful for new groups seeking more members.
- Many groups meet in members' houses but sometimes a bigger venue is needed. The Group Liaison Officer has a list of venues nearby but the Co-ordinator and/or a group member needs to check the venue for suitability and cost and the costs need to be shared between the members of the group. Most venues ask for a block payment for a set number of meetings so members need to pay up front for this.
- If a member with a serious mobility problem or disability wishes to join the group, please contact the Disability Officer or Group Liaison for help and advice.

These are just a few pointers. Any other group problems please contact the Group Liaison Officer by email [groups@chesteru3a.org.uk](mailto:groups@chesteru3a.org.uk).