

JOB DESCRIPTION FOR GROUPS CO-ORDINATOR

KEY TASKS

To encourage, promote and help formation of new groups and maintain existing by making oneself available to provide general advice and support.

when a group starts, encourage convenors to keep you informed of any changes of meeting times, venue or cancellation of rooms in order that you can update Committee, Newsletter Editor, Web Administrators

Add details of new Group to Beacon and inform Web Administrator of details

Attend committee, monthly and annual general meetings

HOW TO SET UP A NEW GROUP

Once informed of a possible new group forming - **Provide a Sign Up Sheet** at the next **Monthly Meeting** (MM,) announce proposed new group and the sign-up sheet at the back of the hall and inform the Website administrator and Newsletter Editor.

When a viable number of people have signed up, discuss the next steps with the member who instigated the group - they may be happy to take on the Convenor role and do all the initial setting up work.

If not - be available to help convene the first meeting of the new group at a central venue.

Venues and Hiring Rooms - Advise on choosing venues and any special facilities required, ie audio visual/sports equipment etc. Explain the process of hiring rooms :-

Only groups of 10 or more are eligible to hire a room

The Groups Co-ordinator (GC) must get the Treasurer and Secretary's permission

The Secretary must be asked to book any rooms and told of any cancellations or changes of room hire.

The Newsletter Editor needs to be informed of the venue details, time and date of regular meetings for inclusion in next edition.

Attendance Register The Treasurer requires each U3A meeting to record attendance and a signing in sheet should be generated by Convenor and/or the Mint. This is important to register attendance for fire regulations, checking of U3A membership and *charging for paid for venues*.

Data Protection Draw Convenors' attention to the importance of storing members details (usually on a computer) securely and to check if the members feel happy for others in the group to know their email addresses (cc). If not - use the *bcc* section in the address boxes at top of email. (*bcc* stands for *blind carbon copy*)

Introduce new Convenor to Beacon Administrator and Exeter U3A web pages emphasising the importance of both facilities *and the 'training' available so these web sites can be used*.

SUPPORTING EXISTING GROUPS AND CONVENORS

If made aware that a group has become over-subscribed, help set up a second group

Inform new and present convenors of the bi-monthly Convenors Cafe which was set up as Drop-in event to give and receive support and to bring possible worries or useful information to the notice of all.

Keep U3A members informed about groups by:-

Informing the newsletter editor and web administrator of new groups and changes to existing groups

Encouraging group convenors to update group descriptions via web administrator and update entries on Beacon regularly

If necessary support/help the committee in organising meetings/coffee mornings for new members to meet group leaders and discover new interest groups

Keep a record of groups: leaders and maintain files of correspondence information on venues which can be handed to new Group Co-ordinator

Administration

Receive and respond to enquiries about groups, including those coming via the web site

Useful resources - 'First Steps to Starting a New Group' and 'Information for new Convenors' both of which can be found on the Website and the *Hot News page* - providing a paper copy if necessary. Ensure new Convenors are aware of the DVDs and resources available from National Office via their Web Site. Email resource.centre@u3a.org.uk or Tel: 020 8315 0199

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