

Groups Coordinator – Role description, tasks and duties

Introduction

The aim of this document is to describe the responsibilities of the Groups Coordinator, as defined by Exmouth & District U3A, and to list the tasks associated with the role. It is not meant to be prescriptive, merely a guide for holders of the post and committee members or other helpers within our U3A.

Description

The role is currently included on the main committee but need not be. Groups are an integral part of most (all?) U3As and close liaison with members of the committee is required.

The function of the Groups Coordinator is to facilitate the startup of new Interest Groups and to support the Group Leaders (Organisers) of existing groups. Information about groups needs to be made available to both members and the committee and initiatives to improve the number and quality of groups within our U3A are very useful.

Responsibilities of the role

- Regularly encourage members to start new groups
- Assist members to start new groups and provide training and support where necessary
- Provide advice and support to the Organisers of existing groups
- Maintain details of possible public venues for group meetings
- Report on all aspects of groups to the committee on a regular basis
- Provide information on groups to all members
- Attend committee meetings and perform committee duties as required

Regular tasks usually associated with the role

Produce updated lists of groups on a regular basis. Currently done monthly

Carry out exploratory and or induction meetings with new and potential Organisers

Arrange and run a 'thank you' lunch/tea/get-together for Group Organisers. Currently done annually.

Forward and outward-looking initiatives

Arrange 'open days' for members to meet as many as possible Group Organisers so they can find out more about new and existing groups

Meet with Groups Coordinators from other U3As to get ideas about how they perform their role

Arrange 'open days' for potential new Group Organisers and members who might be considering starting groups.