

u3a Guernsey

**GROUP COORDINATOR
Terms of Reference**

PURPOSE

To manage all matters relating to u3a Interest Groups

ROLE SUMMARY

- To facilitate the setting up of new Interest Groups
- To support and advise the Group Leaders/Convenors
- To ensure good communication between the Group Leaders/Convenors, the group members, the Committee and the u3a as a whole

MAIN RESPONSIBILITIES

1. Facilitate a comprehensive list of Interest Groups and Convenors
2. Canvas membership for new Convenors and the setting up of new Interest Groups
3. Facilitate support for new Convenors
4. Maintain an up to date list of local venues
5. Maintain regular contact with Convenors to review progress
6. Attend Executive Committee meetings and provide information on all aspects of Interest Groups
7. Ensure support is provided to ensure Convenors comply with health and safety standards i.e. venue risk assessments, checklists and completion of incident forms.
8. Ensure registers are regularly used by Convenors and members of groups updated in Beacon at least once a year
9. Facilitate the advertising of group information via the website, newswatches and at coffee mornings
10. Answer queries to email addresses u3aguernsey.groups@gmail.com and u3aguernsey.convenors@gmail.com
11. Organise two meetings for Convenors per year to pool ideas
12. Carry out a comprehensive handover to a new Group Coordinator when applicable

These Terms of Reference will be reviewed prior to the appointment of a new Group Coordinator and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.