

# Role Description – Group Contact

## Category: Recruitment

### 1. Document purpose

To outline the role and responsibilities of a Group Contact.

### 2. Role summary

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating with group members and the u3a's Groups Coordinator.

### 3. Skills and Experience

- Enthusiasm for the subject and a passion to share this and get others involved.
- Organisational skills and open to using technology for sending emails and collecting and managing personal data.

### 4. Main responsibilities

Some of these responsibilities may be shared with other members of the group, for example by having a deputy/assistant. It is important to develop a shared responsibility and build a team to help with contingency and succession planning.

#### 4.1. Setting up and running your group

- To agree with group members what content would be of interest, how it will be delivered and organise an appropriate time and venue for meetings.
- To build enthusiasm in the group for your subject area.
- To ensure all group member data is managed and used in line with u3a GDPR guidance (available on the [u3a website](https://www.u3a.org.uk)). This may include the use of Beacon to manage data.
- To oversee any money that goes through the group e.g. hall hire in line with guidance in the Group Convenor/Leader Handbook and financial guidance available on the [u3a website](https://www.u3a.org.uk).
- To ensure all activity of the group is run safely and in line with health and safety guidance available on the [u3a website](https://www.u3a.org.uk), including risk assessment checklist templates.
- Be the first point of contact for queries about your group. Admit members to your group where you can and hold a waiting list for those that you can't.
- Be aware of any implications if you use potential copyrighted material.

#### 4.2. Communication and administration

- Keep the group's website page up to date on your u3a website (or identify a member to do this).
- To share with other Group Convenors/Leaders and the Groups Coordinator updates on the progress/development of the group.
- To keep group members up to date with all relevant information about the group.
- To help to publicise your group within your local u3a and via the local u3a website, newsletter, monthly meetings etc.
- To attend local network meetings or peer support groups for Group Convenors/Leaders if these are available in your local area.

#### 4.3. Support and Training available

For help with issues related to your group  
please contact [groupscordinator@haleu3a.co.uk](mailto:groupscordinator@haleu3a.co.uk)

For help with Beacon and/or email routing  
please contact [beaconadmin@haleu3a.co.uk](mailto:beaconadmin@haleu3a.co.uk)

There are national [Subject Advisers](#) who may be able to give you good ideas on running your group.

u3a	Role description – Group Leader	The Third Age Trust	
		Date of change	Review date
2.0	Updated formatting	18/11/2021	18/11/2022
3.0	Addition of skills and experience, edited for clarity and updated links	16/02/2023	16/02/2024
3.1	Amended to add in information relevant to Hale u3a	06/11/2023	06/11/2024