



**HASTINGS & ROTHER U3A**  
**JOB DESCRIPTION GROUPS CO-ORDINATOR**  
**DUTIES AND RESPONSIBILITIES**

1. Act as link between the committee and each study/activity group.
2. Maintain a record of all study/activity groups and prepare copy for printing twice yearly for distribution to members via the newsletter.
3. Liaise regularly with Convenors regarding spaces and waiting lists and generally offer support and advice.
4. Ensure all new members join the group of interest to them as soon as possible.
5. Help set up new groups as necessary.
6. Make new Convenors aware of relevant information including: advice sheets, More Time to Learn, Subject Advisors, the Resource Centre, etc..
7. Encourage Convenors to submit articles for the newsletter.
8. Encourage Convenors to add information to their group's page on the website and, when requested, offer advice or training in conjunction with the Website Administrator.
9. Help Convenors keep group member records on the Beacon Database system and, when requested, offer advice or training in conjunction with the Database Administrator.
10. Work with Convenors to showcase their groups to the members and to the public. Presently this is through U3A Showcase but other forums may be considered
11. Arrange a periodic Convenors' lunch or similar.