

# Group Coordinator Role Description

## 1. Document control

### 1.1. Approval

Date approved	<b>00/00/00</b>
Approved by	<b>0</b>

### 1.2. Version history

Version	Date	Author	Change summary
1	00/00/00	0	0

## 2. Introduction

### 2.1. Purpose

To outline the role and responsibilities of a Group Coordinator.

### 2.2. Scope

Relevant to all U3As

### 2.3. Related documentation

U3A-KMS-DOC-023 Interest Groups Matter  
 U3A-KMS-DOC-034 Group Leaders/Convenors handbook  
 U3A-KMS-DOC-052 Trustee induction  
 U3A-KMS-DOC-065 Secretary Role Description  
 U3A-KMS-DOC-066 Treasurer Role Description  
 U3A-KMS-DOC-067 Vice Chair Role Description  
 U3A-KMS-DOC-068 Membership Secretary Role Description  
 U3A-KMS-DOC-069 Group Coordinator Role Description

## 3. 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.

## 4. Main responsibilities

Please note

- The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.
- Some U3As may decide to delegate some of these tasks to other members of the Committee.
- Some U3As will use different terminology e.g. Group Convenors, Group Facilitators etc.

## **4.1.Responsible for:**

### **4.1.1.New interest groups**

- Recruitment and induction of new Group Leaders/Convenors.
- Encourage shadowing and handover for 'exiting' Group Leaders/Convenors.
- Maintaining a detailed and accurate list of local venues.
- Support in setting up new interest groups e.g. making lists of interested members, having 'sign-up' tables at monthly meetings, arranging start-up meetings etc.
- Maintaining regular contact with newly established groups to discuss and review progress.
- Monitoring interest groups where there are waiting lists and encourage existing members to start new groups.
- Encouraging members with known skills and interests to become Group Leaders/Convenors.
- Inviting members' suggestions for new interest groups, discussing options with them and encouraging interested members to set up a group themselves with the workload being shared.
- Introducing new Group Leaders/Convenors to existing Group Leaders/Convenors doing similar subjects.
- Helping to publicise new groups via the website, newsletter, monthly meetings etc

### **4.1.2.Support and Advice to Group Leaders/Convenors**

- Oversee the production of a handbook/set of guidelines for Group Leaders/Convenors, to cover amongst other things:
  - venue hire and payment.
  - managing group monies
  - policies and procedures eg. Safeguarding, GDPR, Equality, Diversity and Inclusion
  - accident and incident reporting.
  - use of equipment.
  - dealing with problems.
  - group members and communicating with group members
- Ensure that Group Leaders/Convenors have a copy of the handbook or guidelines as well as access to or copies of all relevant forms e.g. accident reports, expense claims.
- Inform Group Leaders/Convenors about the educational resources available nationally including from National Office, Sources and Sources online, national website, Subject Advisors and the resources available online e.g. MOOCs, U3A online etc.
- To be the first point of contact for any queries/problems that might arise in the running of an interest group.
- To resolve any minor conflicts that might occur in groups, referring more serious matters to the Committee for consideration.
- To have regular Leader/Convenor meetings so knowledge, issues, problems and new ideas can be shared and discussed.
- To organise an annual social event for Group Leaders/Convenors to show appreciation for their contribution to the U3A.

### **4.1.3.Communication**

- To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the Leader/Convenor.
- To liaise with Group Leaders/Convenors and provide the committee with updates on the progress/development of the interest groups.
- To collect information on group numbers, members and vacancies and ensure the Membership Secretary is kept fully informed.
- To communicate all relevant information to Group Leaders/Convenors from the committee, the network, the region and National Office.
- To help to publicise new groups via the website, newsletter, monthly meetings etc.
- To advertise 'vacancies' for Group Leaders/Convenors when existing ones retire.



Doc Group Coordinator Role Description Date **00/00/00**

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- To encourage and assist Group Leaders/Convenors to promote and profile the work of their groups via the website, Sources, Sources online, the Trust newsletter, through local press and social media and Third Age Matters.

## **5.Other**

- To carry out a comprehensive handover to a new Group Coordinator when applicable.