

Group Co-ordinator Role Description

- Primary contact person for all Group Leaders with a focus on resolving any issues arising within their group[s].
- Preparation of the annual diary for all groups which is then vetted by Group Leaders before provisional bookings are made for the year.
- Preparation of the budget for Group contributions to meetings in association with the Treasurer.
- Responsibility for arranging, amending or cancelling bookings for all venues [unless otherwise agreed] and for the checking of venue invoices which are subsequently sent to the u3a Treasurer for payment.
 - This includes the AGM, Committee Meetings, Group Leader Meetings, Monthly Meetings as well as Group meetings.
- Ensure the Newsletter, Web and Facebook editors are made aware of changes to monthly schedules to advise members accordingly.
- Contact and responsibility for new group proposals or requests. Determining requirements for the proposed group including frequency, days, times, venue and equipment and preparing an analysis to determine costs and viability for approval by the committee.
- Liaison with the committee over selection of alternative room hire from various venues for best usage of facilities and associated costs.
- Responsibility for the updating of the Contacts List for the Newsletter and for updating members/ group leader details on Beacon.
 - This also includes creation of new groups on Beacon once approved by the committee.
 - Ensuring that group maximum numbers included on Beacon
- Ensure all groups have Group Leaders and that they maintain a register of members and that it is completed at every meeting for health and safety.
- Host Group Leader's coffee mornings or lunches as appropriate.

Oct 2023