

# Group Leader Role Description

1. Complete a register for each group session to ensure health & safety and insurance cover requirements are met.
2. Identify and resolve any issues arising within the group, in liaison with the Group Co-ordinator and other Officers as necessary.
3. As far as possible, attend two Group Leaders Meetings held each year and provide a short overview of the Group/ Activities over the preceding 6 months.
4. Inform the Group Co-ordinator of any changes within the group and of any new members attending the group.
5. Agree the frequency, location, and timing of Group Meetings for each period, in liaison with the Group Co-ordinator.
6. Advise the Newsletter Editor of any entries which need to be placed in the Newsletter by the 20<sup>th</sup> of the month prior to the Newsletter.
7. Take responsibility for the activities of the group, organise its programme for the period ahead. Where possible involve other members in this organisation.
8. If the frequency and/or cost of the group meetings for the year exceed the standard Northallerton u3a allowance liaise with the Treasurer to identify any additional costs.  
Notify treasurer of any of these payments made directly into the Bank and collect and pay in cheques.

24th January 2023