



Job Description: - GROUP LIAISON OFFICER

Responsibilities:

To create and maintain all the Groups, by listening to the needs and requirements of the Group Leaders and the Membership and working with both to ensure that this is achieved.

Works with:

The Committee, Assistant Group Liaison Officer, Webmaster, Group Leaders and the Membership

Tasks:

- Attending all meetings – General, Committee, New Members, General Events etc – in order to communicate on a personal level with as many people as possible in order to keep abreast of the current requirements and problems of the Membership regarding groups, and to look for new Group Leaders
- Send emails containing new information to Group Leaders for distribution amongst the membership
- Provide a Newsletter each month giving information on any changes to the existing groups together with information on new groups. On the months when a Magazine is produced it is included. On the other months print and distribute at the General Meeting. Email to all Members.
- Update the Quick Reference Guide on a 4 monthly basis for the Magazine
- Update Beacon with new or altered information and inform Webmaster and Membership Secretary or any changes
- Liaise with Group Leaders regarding any queries and/or problems
- Liaise with retiring Group Leaders with a view to retaining the group and creating a new Group Leader. Work with the new Leader to ensure the smooth continuance of the group.
- Send new members' phone numbers to whoever is doing a follow up call in order that they may be called about 1/2 months after joining to welcome and help them.
- Up-date Group Leaders' Handbook as and when necessary
- Keep on file the New Members' Application Forms in order to retain their interests and attributes.
- Keep on file information regarding venues suitable for meeting venues
- Keep on file list of New Members' skills for future reference
- Collect Registration Forms for the old year and check details, also size of groups
- Hold Group Leader seminars when required
- Organise, with assistance, Members' Days when required