

u3a Oldham	Doc.Ref. OLD -004 issue 1
GROUP LEADERS COORDINATOR'S ROLE DESCRIPTION	04/05/2021

Roles and responsibilities.

General

- Work with a group of Group leader volunteers from the Oldham U3A.
- Act as a communication channel between the Group Leaders and the committee.
- Help set up new groups and provide new with a Group Leader's Pack.
- Help Group leaders with any day-to-day problems.
- Ask Group Leaders by email for information about their forthcoming events to go in the Newsletter or Newsheet, this is usually about the 22nd of the previous month, at the request of the editors.
- Remind Group Leaders by email about their quarterly returns, when prompted by the Treasurer.
- Ensure Group Leaders are trained for the Beacon System.
- The Co-ordinator has Beacon access to venue details. These details should be kept up to date and amended, as necessary.
- Co-ordinator can also email Group Leaders using the Beacon system.

Group leaders Meetings.

Currently there are 3 GLs meetings a year usually the 3rd or 4th Tuesdays in February, June, and October.

- Book a suitable room for about 40 people theatre style.
- Ask secretary or suitable person to takes minutes of the meeting.
- Advise Group Leaders of date, place, and time of meeting ASAP by email.
- Prepare the Agenda and circulate about a week before the meeting.
- Chair the meeting to discuss the topics on the agenda and any other problems, complaints, or worries the Group Leaders may have.