



# OLTON AND DISTRICT U3A

## Policy Interest Group Facilitation

### Version 2 – 7<sup>th</sup> March 2021

Overall management of interest groups will be by the Interest Group Coordinator (IGC) who will be a member of Olton & District U3A Committee.

There will also be a Deputy Coordinator who will carry out IGC responsibilities if IGC is unavailable. The Deputy IGC will also be a member of Committee.

Every Interest Group will be led by an Interest Group Facilitator (IGF) and ideally there should be a Deputy in place.

Every IGF will be issued with a Facilitators Welcome Pack which includes information on running an interest group and also contains standard forms to be used.

All completed forms should be passed by IGF to IGC. IGF should ensure a register is completed for every interest group meeting. Other forms such as Venue Checklist or Accident Report Form should only be completed when necessary.

Policy review date: TBS