

Approved by Committee 04/05/2023

Role of Welfare Co-ordinator

The role of Welfare Co-ordinator is to give support to the members of Olton and District U3A, giving consideration to their general wellbeing.

- If a facilitator/group leader is aware that a regular group member has been absent for a period of time, then the facilitator should make every effort to contact the member.
- No details of why the member has been absent should be passed on to any other member of the group by the facilitator, without the consent of the member.
- The member should be reassured that the confidentiality of all members of Olton & District U3A is of great importance and that anything that passes between the facilitator and the member will be treated with respect.
- The member should be asked if any details of a problem they are experiencing, e.g. an illness or bereavement, may be passed on to the Olton and District U3A Welfare Co-ordinator.
- With the permission of the member, the details will be passed to the Welfare Co-ordinator, who will send the appropriate message to our member, and if necessary this will be followed up after an appropriate interval.
- The Welfare Co-ordinator will provide the committee with details of any welfare issues that have been dealt with and any further action that may be required. At all times the confidentiality of the member in question will be maintained.

