



Role of Interest Group Co-ordinator Approved by Committee 04/09/20

The role of Interest Group Co-ordinator is a crucial role, promoting the ethos and philosophy of the U3A, and assisting members to set up new Interest Groups and offering support to existing Interest Groups.

The main functions of the Interest Group Co-ordinator are as follows:

- Assist in the running of the monthly general meetings, ensuring that group facilitators are accessible and recognisable to the general membership. Provide information and the opportunity for members to join Interest Groups at the meeting
- To take the chair at initial meetings of new Interest Groups, offering guidance to the group facilitator, including timetabling of new Interest Groups to allow maximum participation, and to ensure that the Group Facilitator is fully acquainted with the U3A operating procedures
- Respond to queries from members regarding Interest Groups, and to queries received via the Olton & District U3A website, either directly or by passing on details to the appropriate officer or group facilitator
- Ensure that group facilitators have circulated up-to-date information about their group to the Newsletter editor, Events diary co-ordinator and Webmaster
- Support group facilitators with any problems within a group or with any member of a group, reporting to officers where necessary
- Liaise with officers of the committee on all aspects of the Interest Groups and communicate to Group Facilitators any new directives/decisions of the committee
- Hold regular meetings for group facilitators, including setting meeting dates, booking venue for meeting, prepare and circulate agenda. After each meeting, circulate minutes of the meeting to the facilitators
- Arrange the annual 'Thank You' buffet for facilitators, liaising with the Chair and Treasurer regarding costs

