



Paisley and District u3a – EC Role Descriptor

Groups Co-ordinator

Key Role

To support the smooth running of established and new interest groups in P&D u3a by effective engagement with Group Leaders and members.

Specific elements

- Ensure effective liaison with Group Leaders and members.
- Provide Chair and EC with regular reports on group activities.
- Support the establishment of new groups and the continuity of existing groups.
- Encourage GLs to adopt relevant u3a policies and procedures.
- Maintain accurate details of GLs and groups for reporting, promotion and publicity.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date		