

## PAISLEY & DISTRICT U3A

### Groups Co-ordinator – Role and responsibilities

In outline, to support established groups and encourage the formation of new groups.

#### 1 Groups Co-ordination

- a) Co-ordinate and oversee activity groups and support their leaders
- b) Prepare an update for each committee meeting and members meeting
- c) Organise and chair the annual Group Leaders' meeting
- d) Maintain the Group Leaders' pack
- e) Respond to email enquiries.

#### 2 Groups Support

- a) Assist leaders of potential new groups by
  - i) Organising a meeting of potential members if required
  - ii) Suggesting and providing information about a group meeting location.
  - iii) Liaising with WEB team to create a group web page
- b) Provide a copy of the Group Leaders' pack to new group Leader.
- c) Ensure that new group leaders understand their requirement to ensure their members are members of the U3A and maintain records of their members.
- d) Help to find a new Group Leader when an existing one wishes to retire.
- e) Encourage members whose names are on groups' waiting lists to become Group leaders.
- f) Encourage, promote and accept requests from members for the formation of new groups and to gauge when there is sufficient interest to enable a viable group to start up.
- g) Be the contact and provide assistance to Group Leaders who are experiencing difficulties in their group, or problems that might arise in running the group.

#### 3 Maintenance

- a) Maintain records of Group leader's contact details.
- b) Maintain a waiting list for groups that are over-subscribed.
- c) Inform the membership of new groups by: advertising at monthly meetings; advertising on the website; advertising in Newsletter.
- d) Maintain an overview of the activities of all groups.

#### 4 Communication

- a) Contact all group Leaders by email or telephone when necessary.
  - e.g.
  - To inform them of the Group Leaders' meeting
  - To request their contribution to any display of group activity.
  - To pass on important information to members.
- b) Ensure that relevant Committee decisions are communicated to Group Leaders and that any Group issues are brought to attention of the committee.