

ROLE of GROUP CONVENOR

Introduction

Interest groups, including outings and social groups are at the very heart of u3a activities. Each group has at least one named Convenor who is the contact point for the group.

Without volunteers willing to take on this role, Groups would not be able to operate.

This role description provides a summary of the responsibilities of an Interest Group Convenor (Convenor). Each heading aligns to a chapter in the Group Convenors Handbook (the Handbook) which provides further explanation and guidance on each task.

Principles

1. *u3a Principles*

The Convenor must ensure their interest group follows the ethos of the u3a.

2. *Convenors and Deputies*

Some of the main responsibilities may be shared with other members of the group, for example by having a deputy/assistant. It is important to develop a shared responsibility and build a team to help with contingency and succession planning.

Main Responsibilities

3. *Developing and Maintaining a Group's Profile*

To agree with group members what content would be of interest, then how, where and when it will be delivered. This is called "the group profile."

4. *Developing and Managing a Group*

To establish and maintain an interest group through organising initial and subsequent group meetings.

To conduct administrative tasks dependant on the nature of the group.

To manage venues in line with the guidelines in the Handbook.

5. *Managing Membership*

To manage the interest groups membership and waiting lists.

To periodically provide the Groups Coordinator with a list of the members.

To ensure all group members' data is managed and used in line with RV u3a GDPR guidance.

6. *Communication and Interaction*

To keep group members (and prospective members) up to date with all relevant information about the group.

To keep the Groups Coordinator, Web Site Manager, Newsletter Editor and Prospectus Coordinator informed of any changes or updates for the group.

To share with other Convenors and the Groups Coordinator updates on the progress of the group.

To help to publicise the group via the website, newsletter, monthly meetings (speaking and via signing up sheets) and other groups.

To attend periodic Group Convenors meeting organised by the Groups Coordinator.

7. Health and Safety

To ensure all the activities are managed safely and in line with health and safety guidance. Guidance is available in the Group Convenors Handbook and on the RV u3a website.

8. Sharing Groups with another u3a

To follow the follow the rules for Shared Groups, as per the Handbook.

9. Financial Matters

To ensure that any money received, or expended, by the group is managed in line with guidance in the Group Convenor Handbook.

10. Problem Solving and Managing Issues

To resolve issues within the interest group in an equitable manner, seeking support from the Groups Coordinator and Committee as appropriate.

11. Accidents and Incidents

To report all accidents / incidents that occur during a group meeting or activity to the Chair using the incident report form available on the RV u3a website.

12. Equipment and Resources

To consult with the Committee regarding purchasing and storing equipment used specifically by the interest group.

Additional Points for Consideration

Appendix 1 Data Protection and Privacy

Convenors must comply with the RV u3a Data Protection and Privacy policies.

Appendix 2 Beacon Membership System

Convenors should consider administering their groups on the Beacon Membership system, for safety and security.

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