

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: GROUP CONVENOR (Does not need to be a trustee)

Role Description

To manage an interest group.

Term of office

There is no specified term. You may contribute for as long as you choose to.

Commitment

Varies by topic, activity and frequency of meetings.

Relationships

With any member and Groups Coordinators

Details of the Role

Overall purpose	To manage a programme of activities aligned to a group topic
Responsibilities:	Comply with the u3a risk management procedure and relevant policies. Manage the group's income and expenditure in accordance with the Groups Treasurer's instructions Organise and manage events and/or a programme of meetings related to the group's topic.
Knowledge and skills required	Dependent on and specific to the group's activity or subject
Resources needed	Own computer, internet connection and phone. Expenses are reimbursable.
Resources available	Beacon membership and groups' database. Zoom Pro licence. Website and Facebook page. Group convenors information pack. Financial management support. Webmail and email account xxxx@romseyu3a.org.uk