

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: INTEREST GROUPS COORDINATOR (does not need to be trustees)

Role Description

Provide leadership and coordination of interest group convenors and activities. (A role which may be shared between a number of people).

Term of office

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

Commitment

On average an hour per week

Relationships

With management committee and all members and group convenors

Details of the Role

Overall purpose	Support and maintain active interest groups which attract new and satisfy the interests of existing members.
Responsibilities:	<p>Provide a report to management committee meetings and attend if requested to do so.</p> <p>Organise and manage at least one group convenor's meeting each year.</p> <p>Maintain a list of all current Interest Groups (IGs) and keep the Webmaster apprised of any changes</p> <p>Recruit & support group convenors for new Interest Groups</p> <p>Manage & support the selection of a new group convenor in existing groups and the handover from the previous leader.</p> <p>Maintain an up-to-date group convenors Information pack and brief group convenors on substantial changes.</p> <p>Encourage group convenors to investigate the variety of resources available to them.</p> <p>Liaise with Romsey Archway u3a's Groups Coordinator on a regular basis and exploit any identified synergies.</p> <p>Ensure Interest Group news is written up and submitted to the News Copy Coordinator.</p> <p>Manage suggestions for a proposed new group, arrange for meetings of interested members. Assist with the start-up procedure. Deal with any teething problems arising. Attend the inaugural meeting (if appropriate) of the new group.</p> <p>Encourage the formation of a separate group, when an existing one</p>

	<p>cannot accommodate any further members.</p> <p>Maintain contact with group convenors and assist with any difficulties which may arise. Check that the website's description of the groups' activities reflects the current situation. Encourage group convenors to up-date their group details & membership both on the website and in Beacon.</p> <p>Check that the website's description of the group's activities reflects the current situation and advise the webmaster of any necessary changes.</p> <p>Deal with any enquiries about groups and forward to appropriate group(s) convenor(s)</p> <p>Encourage the group convenors to engage in mass activities e.g. recruitment drives, social gatherings, training sessions, etc. Attend new member's meetings to promote current groups.</p>
Knowledge and skills required	Nothing specific
Resources needed	Computer, internet connection and telephone. Expenses are reimbursable.
Resources available	Beacon membership database, website and Facebook page. Webmail and email account groups@romseyu3a.org.uk