

# Taw U3A

## Group Co-Ordinator/New Group Facilitator Role Description

1. To be the intermediary between Group Leaders, the Trustees and the Chairman
2. To Facilitate the Groups, keeping in touch and supporting them wherever possible
3. To organise an annual Group Leaders Meeting (usually February) where concerns may be aired, vacancies ascertained and an update of the groups' progress is delivered by the individual Group Leaders.
4. To annually check that all Group Leaders are maintaining up to date membership information in line with GDPR requirements using the Beacon system.
5. To arrange Coffee Morning Rota and agree it with participating Group Leaders
6. To ensure Coffee Morning Refreshment Bags are kept up to date and replenish Coffee, Tea and Sugar
7. To keep an up to date list of Group Leaders and their contact details
8. To receive and put forward ideas for new Groups
9. When approached with a suggestion, especially if someone is prepared to lead the group, discuss with them their ideas and advise of and subsequently monitor the procedure for setting up a new Group.
10. To advertise the new Group suggestion in the Newsletter, to see if anyone is interested. Collect names, and when sufficient interest, call a meeting, discuss the format the Group will take and ask for a leader to take the group on. Decide when and where it will take place.
11. Once details are finalized, advertise the new Group in two consecutive monthly Newsletters after which the Leader will then take over to submit the entry to the Editor.

12. Depending on the type of group, suggest that a request is made for a 'Start Up' amount of £50 from the Treasurer via the Trustees.
13. To receive from the Membership Secretary each month a list of new members with telephone numbers and to make contact with them in about a months' time to see how they are progressing.
14. To look after the New Members table at the monthly Coffee Morning and to make new members welcome and explain about TawU3A.
15. To carry out a comprehensive handover to a new Group Co Ordinator/New Group Facilitator when applicable.

#### **NOTE**

The specific tasks listed above are in addition to the statutory requirements and responsibilities of all Trustees of charitable organizations in the UK as laid down by the charity regulators.