

Group Admin Tasks

Register. All groups are asked to keep a register of members attending each meeting. This helps to monitor a group's capacity as to whether we need to start a second group on the same subject. You will be asked to complete a return twice per year on the number of members in your group.

Waiting Lists. If your group becomes full please keep a waiting list. When there are a few names on the list let the Group Coordinator know so that an additional group on the same subject might be formed. Please also inform the Group Coordinator of any changes to meeting times and leadership so records can be kept up to date

ICE – In Case of Emergency contacts. Please ask each member of your group to carry this information with them either in the form of the Next of Kin card (NOK) they will have been issued with or by entering the information on to their mobile phone. **See Noticeboard of our website for instructions on how to do this.**

Website. Each group has a web page under the Group button on our website. Our webmaster will contact you as convenor when a new group is set up and provide the information necessary as to how to access the site, add information on to the group's page and edit it in the future. The convenor does not need to be the person to do this. Why not delegate this task? **Please use the link entitled Website for reference.**

Our website also has a Diary function. It is up to each group to add its events on to this page.

Convenor Meetings. You will be invited to an annual convenor meeting organised by the Groups' Coordinator. This gives the opportunity of meeting other convenors, members of the committee and to discuss any problems and make suggestions.

The Monthly Meeting. You will be aware of the overhead information screen – the **Monthly Meeting Screen.** About one week before the monthly meeting, convenors are contacted by email by the member who keeps the screen updated to be sure the information displayed for their group is accurate.

To speak or not to speak? The Monthly Meeting screen was developed to reduce the number of announcements by convenors to enable a sufficient length of time for the coffee break. As well as being a social time for members, the break provides the opportunity to sign up to the events organised by Group Convenors, the Travel Team etc.

An idea for a new group, a last minute change in arrangements for an outing or a change to the normal group meeting might be reasons to make an announcement. The Chairman or the Group Coordinator can advise. Please advise them if you wish to speak.

Refreshments at the Monthly Meeting. The member who organises these contacts group convenors on a rotational basis and asks them to provide 3 volunteers from their group to help set up and serve. Given the large number of groups we have no group will be asked too often and it is recognised it might be difficult for some smaller groups while larger groups can be approached more often. Again, convenors might want to delegate this task to a group member.

Group Display Boards at the Monthly meeting are available to advertise activities of existing groups or advertise the setting up of a new group. All convenors are welcome to use these boards. Contact the Groups' Coordinator.

Visits. To avoid a clash of events, please check with the Chairman that the date you have chosen has not already been booked for another group visit. This will also enable members to have the opportunity to attend all events. When you have made a definite booking, tell the Chairman who will reserve the date for you and can advise on visits and issue A Day/Holiday Visit Information Form, this should be returned to the Chairman before any money is taken. Templates for booking etc. are available from the Travel Team it also has information on coach companies.