



WEYMOUTH & PORTLAND

THE GROUPS' CO-ORDINATOR

The groups' co-ordinator plays an essential and invaluable role in advising and helping new interest groups to set up. The usual responsibilities will be:

- Negotiating the timetabling of the interest groups to allow for maximum participation.
- Co-ordinating support for new groups or groups that may be in difficulties.
- Being the focus for pooling ideas between Group Convenors on all aspects of group co-ordination.
- Canvassing for new group convenors.
- Organising Group Convenor meetings for inter-communication, social and other purposes e.g. discussing new initiatives.
- Speaking up for and supporting Group Convenors generally and devising ways for the U3A to show its appreciation of its Group Convenors.
- Liaising with the committee on all aspects of interest groups.