THE UNIVERSITY OF THE THIRD AGE

WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Groups Coordinator

1. The Groups Coordinator attends committee meetings once a month.
2. The Groups Coordinator's main job is to monitor the interest groups, liaise periodically with the convenors and ensure the groups are running smoothly.
3. Once a year, in September, it is the responsibility of the Groups Coordinator to organise "Meet the Groups", when each group is invited to display information about their group on a table in the Memorial Hall. The coordinator organises the layout and labelling of the tables, refreshments and checks which groups will attend.
4. At each speaker meeting, the Groups Coordinator sits at a table at the back, where a list of groups is available, and sign-up sheets for new groups which have been suggested by members.
5. Once there is enough interest for a new group, the Groups Coordinator liaises with those interested, organises a meeting, and consults them to find out what they are looking for in the group. The Groups Coordinator ascertains which day of the week and how frequently meetings will take place, and asks for a convenor to take over the running of the group. The new group's information and convenor details are then added to the Groups information on the website.
6. Convenors may periodically send updates through to the Groups Coordinator so that the website may be updated.