

GROUPS COORDINATOR. Whitley Bay u3a.

19th May 2021.

Purpose of the post:

To manage the interest groups within WBU3a. **OBJECT 1.**

Maintain an orderly flow from initial membership to a group activity.

Functions and responsibilities:

Satisfy members' wishes and reflect their interests by endeavouring to establish suitable interest groups.

Support the welcome/induction meeting of new starters

Help prospective group leaders to set up an interest group.

Ensure that group leaders are supported in their efforts and are given timely relevant information to allow them to develop prosperous, well run groups.

Report to the Committee on the progress and development of the groups.

Publication and updating of Groups listings for new members.

Chair interim meetings with group leaders to audit compliance.

Support the editor of the monthly group's newsletter.

Support the new members' induction/welcome meetings.