

Doc Groups Coordinator Role Description	Date 11 March 2021
Ref U3A-KMS-DOC-069/Matlock area	Review March 2024

Groups Liaison Officer Role Description

1. Document control

1.1. Approval

Date approved	March 2021
Approved by	Hilary E

1.2. Version history

Version	Date	Author	Change summary
2b	24 February 2021	Hilary E	Used template from national u3a. Changed job title and font. Add Chair doc

2. Introduction

2.1. Purpose

To outline the role and responsibilities of a Group Coordinator.

2.2. Scope

Relevant to all U3As

2.3. Related documentation

U3A-KMS-DOC-023 Interest Groups Matter
 U3A-KMS-DOC-034 Group Leaders/Convenors handbook
 U3A-KMS-DOC-052 Trustee induction
 U3A-KMS-DOC-064 Chair Role Description
 U3A-KMS-DOC-065 Secretary Role Description
 U3A-KMS-DOC-066 Treasurer Role Description
 U3A-KMS-DOC-067 Vice Chair Role Description
 U3A-KMS-DOC-068 Membership Secretary Role Description
 U3A-KMS-DOC-069 Group Coordinator Role Description

3. Role summary

- To facilitate the setting up of new interest groups.
- To support and advise the Group Leaders/Convenors.
- To ensure good communication between the Group coordinators, the group members, and the Committee.

4. Main responsibilities

Please note

- The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.

4.1. Responsible for:

4.1.1. New interest groups

- Recruitment and induction of new Group Leaders/Convenors.
- Encourage shadowing and handover for 'exiting' Group Leaders/Convenors.

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- Maintaining a detailed and accurate list of local venues.
- Support in setting up new interest groups e.g. making lists of interested members, having 'sign-up' tables at monthly meetings, arranging start-up meetings etc.
- Maintaining regular contact with newly established groups to discuss and review progress.
- Monitoring interest groups where there are waiting lists and encourage existing members to start new groups.
- Encouraging members with known skills and interests to become Group Leaders/Convenors.
- Inviting members' suggestions for new interest groups, discussing options with them and encouraging interested members to set up a group themselves with the workload being shared.
- Introducing new Group Leaders/Convenors to existing Group Leaders/Convenors doing similar subjects.
- Helping to publicise new groups via the website, newsletter, monthly meetings etc

4.1.2. Support and Advice to Group Leaders/Convenors

- Oversee the production of a handbook/set of guidelines for Group Leaders/Convenors, to cover amongst other things:
 - venue hire and payment.
 - managing group monies
 - policies and procedures eg. Safeguarding, GDPR, Equality, Diversity and Inclusion
 - accident and incident reporting.
 - use of equipment.
 - dealing with problems.
 - group members and communicating with group members
- Ensure that Group Leaders/Convenors have a copy of the handbook or guidelines as well as access to or copies of all relevant forms e.g. accident reports, expense claims.
- Inform Group Leaders/Convenors about the educational resources available nationally including from National Office, Sources and Sources online, national website, Subject Advisors and the resources available online e.g. MOOCs, U3A online etc.
- To be the first point of contact for any queries/problems that might arise in the running of an interest group.
- To resolve any minor conflicts that might occur in groups, referring more serious matters to the Committee for consideration.
- To have regular Leader/Convenor meetings so knowledge, issues, problems and new ideas can be shared and discussed.
- To organise an annual social event for Group Leaders/Convenors to show appreciation for their contribution to the U3A.

4.1.3. Communication

- To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the Leader/Convenor.
- To liaise with Group Leaders/Convenors and provide the committee with updates on the progress/development of the interest groups.
- To collect information on group numbers, members and vacancies and ensure the Membership Secretary is kept fully informed.
- To communicate all relevant information to Group Leaders/Convenors from the committee, the network, the region and National Office.
- To help to publicise new groups via the website, newsletter, monthly meetings etc.

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- To advertise 'vacancies' for Group Leaders/Convenors when existing ones retire.
- To encourage and assist Group Leaders/Convenors to promote and profile the work of their groups via the website, Sources, Sources online, the Trust newsletter, through local press and social media and Third Age Matters.

5. Other

- To carry comprehensive handover to a new Group Coordinator when applicable.