

Plymouth U3A - Role Description

Group's Coordinator

The Group's Coordinator role can be defined in the following:

- Update and record group leaders. Utilise Beacon System for this purpose
- Update dates and venues of group meetings
- Attend and contribute to Executive Committee meetings and follow up on actions
- Attend Monthly meetings and interact with the membership, group leaders and update the groups' activity board
- Keep the membership informed of group events in the newsletter
- Direct inquiries from the membership about joining specific groups to group leaders
- Respond to and follow up queries made by group leaders
- Organise an annual Group Leaders' meeting, held on the first clear day of the fifth week of January
- Collect and be aware of matters arising in groups which can be brought to the table at the Group Leaders' meeting
- Stay abreast of legislation and recommendations and to inform group leaders accordingly
- As appropriate, organise Group Leaders mutual support networks (e.g. Group Leaders Café)

Assist and mentor New Groups (this can be done by a sub group of volunteers)

- ❖ Advertising and raising interest in the new group
- ❖ Arranging initial meetings to establish the new group
- ❖ Advising and mentoring new group leaders

Responsibilities as a Committee Member

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee

February 2019