

Plymouth U3A - Group Coordinator's Assistant

Role Description

The Group Coordinator's Assistant duties are as follows:

- Supporting and deputising for group co-ordinator as required, in meetings or completing relevant tasks.
- Be available to help Group Leaders on the Beacon system in order to ensure group details are up to date.
- Ensure group records are kept up to date on the Beacon System
- Provide advice and help to Group Leaders as required
- Attend Monthly members' meetings and interact with the membership and group leaders.
- Update the groups' activity board by obtaining new information
- Help with queries made by group leaders /members as required
- Be familiar with using Microsoft Office or similar

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

November 2020