



Plymouth u3a Group Coordinator

Role Description

The Group Coordinator is key to assisting members- both new and established- to join groups related to their interests. There is equal importance in working with group leaders to help publicise the groups- for example with a timetable of meetings. A key role is in helping members to set up new groups, especially when the new group leader(s) are not experienced.

Key Attributes:

The ability to communicate well and liaise with other u3a members including committee members and group leaders. A good level of IT literacy is required for this. It is vital to keep well-organised records.

Tasks and responsibilities:

- Use the Beacon system to update and record names of group leaders on the advice of leaders. Also to update dates and venues of group meetings when given such information by leaders.
- Attend Monthly Meetings and interact with the membership and group leaders. Have available updated information about groups and activities. Supply information to members, including new members, to enable them to make contact with group leaders.
- Keep the membership informed of group events on the website and 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
- 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 inform group leaders. Where necessary, assist group leaders to complete risk assessments.
- Assist and mentor new group leaders (this can be done by a sub group of volunteers),

help to raise awareness of a new group to members.

- Advertising and raising interest in the new group

Responsibilities as a Committee Member

- Attend Committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee.