

GROUP CO-ORDINATOR

Rôle Outline

To provide regular support to Group Leaders (GLs) and to stimulate the creation of new groups.

To help the GLs provide the number, range and quality of courses required by the membership in an economically viable way.

Main Responsibilities:

1. Support Group Leaders;
2. Encourage establishment of new groups;
3. Monitor attendances and waiting lists of groups
4. Prepare a booklet with rules for Group Leaders with the latest telephone numbers of venues;
5. Inform Treasurer and Venue Secretary of changes to venues;
6. Inform Treasurer, Membership Secretary and Venue Secretary when new groups are commencing;
7. To set up a Group Leader meeting annually and distribute notes;
8. Annually prepare membership numbers in groups onto database from registers;
9. To attend first class of a new Group Leader;
10. To work closely with all Committee members.

Tasks:

1. To oversee the work of Group Leaders;
2. To provide support and advice as requested by Group Leaders;
3. To encourage members to start new groups, and to help new Group Leaders in setting up and running their group, in particular with course preparation and choice of venues;
4. To inform the Membership Secretary in relation to the reimbursement of subscriptions for new Group Leaders;
5. To ensure Group Leaders are aware of the resources available to them from our own equipment, from the National Office Resource Centre, from the national Network Coordinators and from Sources' magazine;
6. To ensure that Group Leaders are aware of current procedures (eg the systems for enrolling in groups and for expenses claims) to update the 'Group Leaders' Procedures Booklet' and 'Code of Practice' booklets, and organise printing and distribution of Group Leader packs to new Group Leaders;
7. To arrange printing and distribution of a register to all Group Leaders, Accident/waiver form for physical activities and 'Sorting out problems/grievances' form;
8. To chase up unreturned registers from end of the autumn term. To monitor which groups have vacancies and which have waiting lists, to ensure periodic publication of this information and to advise on appropriate action to resolve problems over group membership;
9. To assist in the publication of programme alterations and organise the publication of group vacancies. To ensure that this information is distributed eg in the Newsletter, at Monthly meetings and in the office (Epicentre);
10. To arrange and chair an annual Group Leaders' meeting. To organise the production of addressed envelopes and distribution of invitations eg by post, by email and by Mailchimp to all Group Leaders. To set up an Agenda for the meeting and notes to be taken and distributed. Arrange helpers for refreshments;
11. When a new programme is to be printed, work closely with Programme Co-ordinator and Venues Secretary;
12. To inform the Membership Secretary of changes in a Group Leader status

Committee role:

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

1. To ensure that the Objectives and Principles of the University of the Third Age are maintained;
2. To understand the rôle of a Trustee of Christchurch U3A;
3. To report to, attend and participate in Committee and Officers' meetings;
4. To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
5. As an Officer, to represent Christchurch U3A to the public as and when necessary;
6. To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
7. Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.

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Updated by: Helen Heatley and Jill Dale