

PROGRAMME COORDINATOR

Rôle Outline

To ensure that Christchurch U3A provides the Courses or Groups necessary for servicing members.

To coordinate Courses, timings and venues required for publication in the Programme in order to present it to the U3A membership on a minimum annual basis.

Main Responsibilities

- 1 To help formulate the definition and details of new Groups, and maintain the definition and details of established Groups;
- 2 To ensure the accuracy of Group and Group Leader details entered in the annual Programme;
- 3 To assign or confirm Group Leaders;
- 4 To monitor the membership, attendance and waiting list of each Group;
- 5 To oversee the work of the Group Leaders and to monitor the quality of the Courses;
- 6 To mentor and advise Group Leaders about their courses as and when required;
- 7 To encourage the recruitment of more Group Leaders.

Tasks

- 1 To be part of an interviewing panel for potential Group Leaders whenever possible and advise them as they prepare their courses;
- 2 To answer queries from Group Leaders by telephone, letter or email;
- 3 To prepare the Reference for Group Leaders and amend it each year;
- 4 To supervise the collection of the copies of the registers at the end of the first term and to chase those which are missing;
- 5 Create/update the Group Leaders' Course Form in conjunction with the Group Coordinator, amend and post it to all Group Leaders with a target date for completion;
- 6 To prepare the course programme each year;
- 7 Create a working schedule for the Programme and distribute to all contributors;
- 8 Liaise with the Group Coordinator and Venue Secretary to ensure that all details are supplied in a timely manner for the Programme to be published;
- 9 Liaise with the Membership Secretary and include within the Programme all details pertaining to the process of joining Christchurch U3A, including membership subscriptions;
- 10 Communicate with the Web Master and acquire the updated database in order to ensure the accuracy of the Programme information;
- 11 Communicate with the Chair and Office Manager regarding quantities of the Programme to be ordered for both initial printings and reprints;
- 12 Communicate with various members of the Committee to establish when reprints will be required;
- 13 Specify printing requirements in order to acquire and agree prices with the printer for each individual printing;
- 14 Pass the agreed prices to the Treasurer so that the invoice can be approved on arrival;
- 15 Coordinate the distribution of the Programme either by arrangement with others to take responsibility or to direct it oneself.
- 16 To receive any requests from Group Leaders for expenses exceeding the agreed threshold (currently £30 per term) and refer them to Committee for discussion.

Committee rôle

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.