



Role description – Group Coordinator

1. Document purpose

To outline the role and responsibilities of a Group Coordinator.

2. Role summary

- To facilitate the setting up of new interest groups.
- To support and advise the Group Leaders
- To ensure good communication between the Group Leaders, the group members, the Committee and the U3A as a whole.

3. Main responsibilities

Please note, the specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies.

3.1. New interest groups

- Recruitment and induction of new Group Leaders.
- Encourage shadowing and handover for 'exiting' Group Leaders.
- Maintaining a detailed and accurate list of local venues.
- Support in setting up new interest groups e.g. making lists of interested members.
- Maintaining contact with newly established groups in case support or help is needed.
- Monitoring interest groups where required and encourage existing members to start new groups.
- Encouraging members with known skills and interests to become Group Leaders.
- Receiving members' suggestions for new interest groups, discussing options with them and select a tutor/leader, including the possibility of sharing the workload.
- Introducing new Group Leaders to existing Group Leaders doing similar subjects.
- Helping to publicise new groups via the website, newsletter, monthly meetings etc

3.2. Support and advice to Group Leaders

- Oversee the production of a handbook/set of guidelines for Group Leaders, to include amongst other things:
 - venue hire and payment.



- local policies and procedures eg. Safeguarding, GDPR, Equality, Diversity and Inclusion
- accident and incident reporting.
- use of equipment.
- Members code of conduct
- dealing with problems.
- Ensure that Group Leaders have a copy of the handbook or guidelines as well as access to or copies of all relevant forms e.g. accident reports, expense claims.
- Inform Group Leaders about the educational resources available nationally including from National Office, Sources and Sources online, national website, Subject Advisors and the resources available online e.g. MOOCs, U3A online etc.
- To be the first point of contact for any queries/problems that might arise in the running of an interest group.
- To resolve any minor conflicts that might occur in groups, referring more serious matters to the Executive Committee (EC) for consideration.
- To hold Group Leader meetings twice a year, to enable knowledge, issues, problems and new ideas to be shared and discussed.

3.3. Communication

- To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the Group Leader and supply these details to the Communications Sub-Committee when required.
- To liaise with Group Leaders and provide the EC with updates on the progress/development of the interest groups.
- To communicate all relevant information to Group Leaders from the EC, the network, the region and National Office.
- To help to publicise new groups via the website, newsletter, monthly meetings etc.
- To advertise 'vacancies' for Group Leaders when existing ones retire or a new group requires a leader. [See 3.1 above]
- To encourage and assist Group Leaders to promote and profile the work of their groups via the website, social media (via the webmaster or social media administrator) and the HHD Newsletter. [NB The Communications Sub-Committee will extend the profile and achievements of the Groups to The Trust newsletter, through local press and social media and Third Age Matters as appropriate].
- The Group Coordinator will update the membership of groups, as notified by Group Leaders, and will make this information available to EC members and the Membership Secretary if requested. [Only a few Groups use Beacon to manage their Group Membership details, it is intended that more Group Leaders will migrate their group details to Beacon]



Hurst, Hassocks and Ditchling



3.4. On completion

- To carry out a comprehensive handover to the new Group Coordinator, when applicable.

| u3a | Doc HHD–Role description – Group Coordinator | HHD u3a |
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