



Hurst, Hassocks and Ditchling



ROLE DESCRIPTION - THE GROUPS COORDINATOR

- **The Groups Coordinator (GC) is one of a team of officers who together take responsibility for ensuring the smooth, day to day running of the EC and HHD u3a.**
- **The GC has overall responsibility for ensuring that HHD u3a has a broad range of special interest groups managed safely and appropriately in accordance with u3a objectives and ethos and relevant policies adopted by the executive committee.**
- **This includes advising and supporting group leaders who have direct responsibility for organising group meetings and activities.**
- **It also includes working closely with members and potential group leaders to facilitate the setting up of new groups to reflect the interests of members and to enable as many as possible of our members to take part.**
- **The GC reports to the executive on group activity, brings specific issues to the executive as necessary and serves as a point of contact between group leaders and the executive.**
- **The GC ensures that information about groups on the Beacon system and provided to the website team is accurate and as up to date as possible, and encourages group leaders to maintain their own group information on Beacon.**
- **With the assistance of other team members, the GC organises a meeting of group leaders, and a groups open morning, both normally at annual intervals.**
- **The GC may also attend or be represented at induction meetings for new members.**