NORTH DOWN & ARDS U3A

ROLE DESCRIPTION

GROUPS COORDINATOR

The Groups Co-ordinator is an essential role within our organisation supporting a wide range of activity groups by setting up new groups where there is demand, and supporting existing groups by providing assistance where ever and whenever needed.

The main duties involved are: -

1. Arranging meetings with prospective Leaders/Convenors.
2. Helping to set up new groups and advertising those groups at monthly meetings, in the Ezine and on the Website.
3. Liaising with the Rooms Co-ordinator to organise premises where needed.
4. Organising any training/mentoring needed.
5. Ensuring each Leader/Convenor has access to the Leaders and Convenors Handbook.
6. Updating the Handbook as necessary.
7. Arranging the annual meeting for Leaders and Convenors.
8. Complying with insurance regulations by ensuring that: -
    1. Leaders and Convenors keep their Beacon list of members up to date.
    2. Disclaimer forms are completed where necessary.
    3. Public Liability Insurance for Leaders and Convenors is provided on an annual basis.
    4. Public Liability Insurance details are forwarded to the Council and to other owners of premises used by activity groups.

May **2023**