

North Down and Ards U3A

Role Description

Groups Coordinator

The Groups Coordinator, in conjunction with the Groups Development Sub-Committee supports a wide range of activities, including helping to set up new groups where there is a demand, supporting existing groups and by organising an annual meeting of Leaders and Convenors. For insurance purposes, he/she also holds names of members in each group (as NDA U3A now holds records of groups on the Beacon Management System, this function is now only relevant to the three groups which do not yet use the system) and collects Disclaimer Forms from relevant groups.

- ✦ Help set up new groups:
 - Meet with prospective Leaders/Convenors; arrange meetings of interested parties and offer assistance from the Mentoring team.
 - Advertise new groups at Monthly Meetings, in Newsletter, ezine and on Website.
 - Liaise with the Premises Coordinator to arrange rooms for the new groups.

- ✦ Support existing groups:
 - Advise/assist Convenors on how to manage large numbers or waiting lists, helping to set up additional groups if required.
 - If numbers fall, help Convenor through publicising activity etc.

- ✦ Organise annual meeting for Leaders and Convenors.

- ✦ Liaise with the Education Coordinator in the provision of training of Leaders and Convenors.

- ✦ Update Leaders and Convenors Handbook and ensure that all new Convenors are provided with a copy.

- ✦ For compliance with insurance regulations:
 - Ensure that Convenors keep their Beacon list of members up to date and obtain written lists from those who do not use Beacon.
 - Ensure Disclaimer Forms are completed by for all individuals relevant interest groups.
 - Ensure leaders insurance cover notes are provided on an annual basis for leaders of interest groups where public liability insurance is required of the leader.

Agreed by the Executive Committee on 1 February 2019

Document Review Date: April 2022

Version 1.0