



New Mills and District U3A Groups Coordinator Role Description

Groups Coordination

- Coordinate and oversee activity groups and support their leaders.
- Provide a monthly update to the committee.
- Organise and chair the annual Group Leaders' meeting.
- Organise the annual Groups' Display in August.
- Maintain the Group Leaders' Pack (with the assistance of the Web Team).
- Respond to email enquiries to groupscoordinator@newmillsu3a.org.uk.

Groups Support

- Assist leaders of potential new groups by:
 - Organising a meeting of potential members, possibly at a coffee morning.
 - Suggesting and providing information about a group meeting location.
 - Liaising with the Web Team to create a group web page.
- Provide a copy of the Group Leaders' Pack to new Group Leaders/Coordinators, including attendance and group contribution forms.
- Ensure that new Group Leaders/Coordinators understand their requirement to ensure their members are members of the U3A, collect fees and maintain records of their members.
- Help to find a new Group Leader/Coordinator when an existing one wishes to retire.
- Encourage members whose names are on groups' waiting lists to become Group Leaders/Coordinators.

Groups Secretary

- Maintain records of Groups, their leaders/coordinators contact details, activities, meeting times and places.
- Maintain a record of the overall schedule of groups' activities.
- Maintain a waiting list for groups that are over-subscribed.
- Inform the membership of new groups by: advertising at Monthly Meetings; advertising on the website (with the assistance of the Web Team); advertising in the Newsletter.
- Provide a list of groups and their leaders'/coordinators' contact details for circulation with the Newsletter in June and November.

Groups Communication

- Contact all Group Leaders/Coordinators by email or telephone when necessary, e.g.:
 - To inform them of the Group Leaders' meeting.
 - To request their contribution to the Groups' Display.
 - To remind them to submit their annual return to the Membership Secretary.
 - To pass on important information to their members.