



Islington U3A

Job Description

Role of Groups Coordinator

Rev 1.0

Purpose:	To support the forming of new groups and the ongoing maintenance of existing groups
Core duties:	To talk to members with ideas for new groups, help develop ideas, and explain responsibilities of running a group. Discuss proposal with Executive Committee and, if approved, publicise in Bulletin
	Help get new groups started - dealing with enquiries from members about new groups, keeping prospective coordinators informed of interest, supplying them with the names and email addresses of all those interested and explaining Beacon and Website
	Set up new group on Beacon
	Liaise with Beacon Administrator and Website Manager
	Create and maintain the Guidance Notes for Coordinators. Issue to all new group coordinators
	Help coordinators deal with problems within their groups
	Help with finding replacement coordinators for groups
	Help dealing with waiting lists - setting up second/third groups
	Maintain a Timetable of scheduled group meetings
	Organise and host a meeting once a year for all coordinators
	Organise the Open Day - with small sub committee
	Take part in EC monthly meetings
Other possible activities:	Support actions arising from EC meetings.
	If coordinators fail to advise Website Manager then advise him of any changes to groups' details (eg when or where the group meets)
Skills and experience required:	Good organiser
	Good communicator
Role exclusions:	Maintaining Beacon on behalf of coordinators



THE UNIVERSITY OF THE THIRD AGE



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Approx time Commitment:	10 hours a week on average and more in September and October dealing with Open Day and its aftermath
Accountable to:	Chair and other EC Members

Agreed role responsibilities will depend on new person's capabilities and competencies.