



Islington U3A

Job Description

Role of Groups Coordinator

Rev 3.0

Purpose:	To support the ongoing maintenance of existing groups.
Core duties:	To explain responsibilities of running a group to Group Coordinators and New Coordinators taking over an existing group. Discuss proposal for new groups with Executive Committee and, if approved, publicise in Bulletin in conjunction with New Groups Coordinator.
	Liaise with Beacon Administrator and Website Manager
	Create and maintain the Guidance Notes for 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 on a quarterly basis.
	Organise and host a meeting at least once a year for all coordinators
	If being held, 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/her of any changes to groups' details (eg when or where the group meets)
	Maintain/update Beacon on behalf of coordinators who need help with this.
	Liaise regularly with New Groups Coordinator.
Skills and experience required:	Good organiser, good communicator
Role exclusions:	Forming new groups
Approx time Commitment:	8-10 hours a week on average. Can be more in September and October when dealing with membership renewals and when organising and following up on an Open Day and when arranging Coordinators' Meetings, lunch, etc.



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Accountable to:	Chair and other EC Members
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Agreed role responsibilities will depend on new person's capabilities and competencies.



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