

Rev 5.0 February 2025

Purpose:	To support the ongoing maintenance of existing groups
Core duties:	To explain responsibilities of running a group to Group Coordinators (GCs) & new GCs taking over existing groups
	To work closely with and support the New Groups Support Lead
	To ensure Group Coordinators are trained in using Beacon
	To maintain consistency between Beacon and website, liaising with Beacon Administrator and Website Manager regarding new groups starting or changes to existing groups
	To create and maintain Guidance Notes for all GCs
	To help GCs deal with any problems within their groups
	To help find replacements when GCs step down
	To help with waiting lists eg setting up additional groups
	To organise and host a meeting/s for all GCs at least once a year
	To organise a regular Open Day with a small subcommittee
	To take part in EC monthly meetings
	To ensure Website Manager is advised of any changes to group details eg when or where the group meets, so this can be updated on the website
	To assist GCs who may need help to maintain/update Beacon
	To develop own succession plan
	To encourage Group Coordinators to recruit a deputy Coordinator for their group
Other possible activities:	As arising
Skills and experience required:	Good organiser, good communicator
Approx time Commitment:	8-10 hours a week on average. Can be more when dealing with membership renewals, organising and following up on an Open Day, and arranging Coordinators' meetings, lunches, etc.
Accountable to:	Chair and other EC Members