

Purpose:	To pro-actively encourage members to form new groups, to help develop their ideas, and set up new groups
Core duties:	To work closely with the Groups Support Lead
	To explain responsibilities of running a group
	To support members in preparing written new group proposal
	To present proposal to the Executive Committee. Once approved, to submit brief description to WOW editor for publication in WOW , and to the Web Manager for adding to the "New Groups" webpage to gauge interest.
	To collate contact details of interested members. If viable, to supply Coordinator of the new group with these names
	To provide support / induction to new Group Coordinator in setting up his/her new group <ul style="list-style-type: none"> - To ensure Group Coordinators are trained in the use of Beacon - To provide a copy of our Group Coordinator Guidance - set up proposed group on Beacon (as 'inactive'), entering names of interested members - liaise with Beacon Admin to set up new Group Coordinator with Beacon login details - liaise with Website Manager to create page for the group on the website - to then change from 'inactive' to 'active' on Beacon
	To generally liaise with Groups Support Lead, Beacon Administrator, Website Manager and WOW Editor
	To ensure 'New Groups' webpage always is up to date
	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:	2 to 3 hours a week on average
Accountable to:	Chair and other EC Members

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