**1. Document purpose**

To outline the role and responsibilities of a Group Coordinator.

**2. Role summary**

* To help setting up of new interest groups.
* To support and advise the Group Leaders
* To ensure good communication between the Group Leaders, the group members, the Committee and the U3A as a whole.

**2.1. Starting new interest groups**

* Support in setting up new interest groups e.g. making lists of interested members, arranging start-up meetings etc.
* Induction of new Group Leaders
* Encourage shadowing and handover for ‘exiting’ Group Leaders.
* Maintaining a detailed and accurate list of local venues.
* Maintaining regular contact with newly established groups to discuss and review progress.
* Monitoring interest groups where there are waiting lists and encourage existing members to start new groups.
* Encouraging members with known skills and interests to become Group Leaders.
* Helping to publicise new groups via the website, Facebook page, monthly meetings etc

**2.2. Support and advice to Group Leaders**

* Provide information to group leaders about:
  + Venue hire and payment.
  + Managing group monies.
  + Communicating with group members and record keeping
  + Policies and procedures eg. Safeguarding, GDPR, Equality, Diversity and Inclusion
  + Accident and incident reporting.
* To be the first point of contact for any queries/problems that might arise in the running of an interest group.
* To resolve any minor conflicts that might occur in groups, referring more serious matters to the Committee for consideration.

**2.3. Communication**

* To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the Leader.
* To liaise with Group Leaders and provide the committee with updates on the progress/development of the interest groups.
* To communicate all relevant information to Group Leaders from the committee.
* To help to publicise new groups via the website, Facebook page, monthly meetings etc.
* To carry out a comprehensive handover to the new Group Coordinator, when applicable.