**Tiverton U3A**

**Groups Coordinator Role Description**

**Main Aims**

To promote special interest group development and to support group leaders.

To foster an inclusive and collaborative environment within the framework of groups.

To act as a conduit between the governing committee of the Tiverton U3A and individual members involved in group activities.

**The Groups Coordinator** will try to meet these aims by carrying out the following activities:-

1. Recruiting, inducting, nurturing and supporting new group coordinators.
2. Supporting group coordinators in their attempts to start new groups and to grow their numbers and enrich their activities.
3. Encouraging groups to publicise their activities and to record their progress
4. Assisting individual members with their selection of groups for their own enjoyment.
5. Representing the group coordinator’s perspective on the U3A committee and liaising with committee officers on group monitoring numbers and issues.
6. Communicating with a wider network of U3As on specialist subject areas where relevant.

**Documents to assist this process** :-

Group Coordinator Guidance

Risk Assessment Forms

Incident Report Forms

Expense Clam Forms (for Treasurer)

A list of local Venues

**Other Resources**

Access to Beacon and Committee Support