

## THE ROLE OF A COORDINATOR

The main tasks involved in being a coordinator would probably come from the following list:

- Keeping up-to-date records of group members
- Keeping the members of the group informed
- Ensuring accurate financial records are maintained
- Ensuring that the annual financial return is submitted
- Chairing the meeting
- Chairing planning meetings
- Keeping the U3A Committee informed
- Keeping the web manager informed

**There are different types of coordinator:**

### 1 **Coordinator/Tutor/Expert**

This coordinator has some expertise in a subject or skill and is willing to share that with a group. Examples in our U3A are:

German	French
Geology	Bridge
Drawing and Painting	Computers

### 2 **Coordinator supporting a Tutor/Expert**

This coordinator looks after the administration of the group and leaves the specialist subject matter to the tutor or expert. Examples of these are:

Both Spanish groups	Pilates
Calligraphy	

### 3 **Coordinator with Members' Participation**

This coordinator is a facilitator as the members of the group play a very active role in the groups' activities. The coordinator will probably chair a planning meeting where a programme of events is put together. S/he then ensures that one of the group members takes responsibility for each meeting. Examples of these are:

All Walking Groups	Local History
Garden Visits	Antiques
Wine Tasting	Art Appreciation Groups
Outings	Book Groups

**Do you have an interest or subject you would like to pursue?**

**Could you be a Coordinator?**

**We do hope so!**

**The Committee would help set up a group and provide on-going support**

**Please contact Lynda Harris on 01565 621058**