



KNUTSFORD

JOB DESCRIPTION

GROUPS SUPPORTER

The Role

To liaise with and support Activity Group Co-ordinators, in a variety of ways.

General

Keep the information on Activity Groups up to date, by collecting information from Co-ordinators of any changes to their groups.

Update the lists and spreadsheets, (with help as needed).

Inform Tricia Pepper of changes of Co-ordinator, so she can update the Co-ordinators contact lists in the email accounts.

Inform the web manager, David English, of any changes so that he can update the website.

Inform Co-ordinators of relevant information from Committee and U3A network.

Be aware of national subject advisers as listed in the Third Age Matters magazine, as this may be helpful to Co-ordinators.

Inform Committee about significant changes to Groups, and progress on new groups.

Respond to queries from Co-ordinators.

Maintain information on possible local venues, and U3A equipment that groups may borrow.

Help with Setting Up New Groups

Respond to ideas from members for possible new groups, discussing options with them. (This may be an offer to start a new group, or an idea from a member).

Send information on potential new groups to the Newsletter Editor to go into Kanuta, with your phone number for members to contact.

Collect names and phone numbers of those expressing an interest in joining a new group.

Liaise with the member who started the idea, and organise (or help organise) an initial meeting of interested members. They need to decide on: day, time, location, frequency and Co-ordinator.

Distribute guidelines (financial, emailing using Bcc, risk assessment, and use of electrical equipment).

Follow up with a phone call to review progress.

Organise annual Co-ordinators' Lunch (liaising with the Chair)

Decide on date (usually March) at Committee meeting.

Put together a team of helpers for the day.

Book venue – (Toft Cricket Club?) Complete booking form and arrange cheque for deposit.

Book Caterer – (Gill Risley?) Agree menu.

Email/post invitations to Co-ordinators, tutors and additional 'helpful' members.

Compile an attendance list and produce name badges, with a helper.

Liaise with caretaker regarding access and table layout.

Liaise with technical team (Robert Watson) for any equipment needs.

Bring paper covers and flowers for the tables.

Have tip for caretaker if relevant.