



JOB DESCRIPTION

GROUPS' SUPPORTER

The Role

To liaise with and support Activity Group Co-ordinators, being the main link between Co-ordinators and the Committee.

Ongoing

- Keep the information on Activity Groups up to date.
- When there are changes, inform the Newsletter Editor, the Membership Secretary, the Events Organiser and the Web Manager.
- Maintain information on possible local venues, and U3A equipment.
- Maintain and update the supply of Co-ordinators packs.
- Note the list of national subject advisers, in the Third Age Matters magazine.
- Be aware of any waiting lists, monitor progress for those people on them, and help with ways to deal with them. Raise any concerns with the Committee.
- Liaise with the Access Officer on issues raised by Co-ordinators or members.

Help Setting Up New Groups

- Respond to ideas from members for possible new groups, aiming for all Groups to be run a self-help, mutual learning basis in line with U3A ethos, (except in certain circumstances, such as Tai Chi).
- 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 contact details of those interested in joining a new group.
- Keep in touch with the member who started the idea, and organise a meeting of interested members. Help them to decide on: day, time, location, frequency of meetings, and a Co-ordinator, planning group and possibly group treasurer.
- Give new Co-ordinators a pack of guidelines, and follow up with a phone call to review progress and help with any concerns.
- Inform the Committee of their progress.