

# 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.

## 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
- Garden Visits
- 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**