

The Role of the Groups Coordinator

They are responsible for everything to do with the Groups and report to the Committee.

They:

- facilitate the setting up of new interest groups including publicising them to L&M u3a members in a variety of ways: Newsletters, Website, Monthly Meetings etc.
- liaise with venues for bookings and cancellations
- give advice, support and help for group leaders by producing, and keeping updated, a Handbook for Group Leaders
- are the first point of contact for any queries/problems that might arise in the running of an interest group, including liaising with the wardens of the venues and ensuring the Venue Checklists are kept updated
- resolve any minor conflicts that might occur in groups, referring more serious ones to the Committee
- arrange regular Group Leader meetings so knowledge, issues, challenges and new ideas can be shared and discussed including an annual social event to show appreciation of their work

They use Beacon to:

- maintain an accurate programme of interest groups including title, content, frequency, venue, day, time and contact details of the leader
- ensure that each interest group's schedule is up-to-date before the monthly printed calendar is downloaded from Beacon
- support Group Leaders in their use of Beacon
- respond to queries from members of the public via the website e.g. liaise with group leaders to arrange taster sessions
- attend new members' meetings to tell them about groups and to encourage them to start their own group

Skill set and tools needed

Reasonable computer competency; a u3a computer can be provided if needed

Familiarity with Beacon – training provided

Ideally will be/have been a group leader

Margaret Hemming

June 2026