

Group Coordinator Role Description

Introduction:

SLu3a is managed by a committee of around ten volunteer trustees who are elected annually at our AGM. We are registered as an independent charity with the Charity Commission and operate under the umbrella of the Third Age Trust (TAT) our national u3a.

Mission: see our constitution.

Aim: To meet the interests, activity, and social needs of retired or semi-retired people.

Role description:

Title: Group Coordinator

Purpose:

To set up a new interest/activity group. To manage a new or existing group over time in accordance with the guidelines for coordinators.

Role specification:

- Good communication skills
- Awareness of the Charity Commission (can be acquired during the post)
- Computer skills (training and support can be offered as necessary)
- Social media awareness.

Role summary for setting up new group:

- Contact the Vice Chair for guidance
- Identify the need for a new group, liaise with potential members
- Gain enough members for a viable group
- Book venue (following discussion with the Vice Chair)

Role summary, Ongoing: (Ideally with two coordinators)

- Communicate with members using the GDPR guidelines (General Data Protection Regulations) and BCC for emails using Beacon where possible.
- Develop a program for your group
- Identify and book a venue as required.
- Develop and maintain a list of members and attendance records
- Collect and pay-in money from group members according to the coordinators' guidelines
- Attend monthly meeting, the annual coffee morning for coordinators and the AGM where possible.

Benefits: you will benefit by-

- Utilising your skills and learning new skills.
- Being part of a friendly and supportive network and make friends.

Related documents:

- South Lakes u3a constitution and GDPR guidance