

INTEREST GROUPS COORDINATOR

To support existing group leaders as follows:

1. To be first point of contact on all issues and incidents pertaining to the running of their groups, including accidents.
2. To advise Group Leaders of their responsibilities in running their groups especially with regard to Data protection and accessibility to all, and provide them with Group Leader Guidelines.
3. To assist Group Leaders with using the Beacon system for communication and updating group records and waiting lists. (<https://u3abeacon.org.uk>)
4. To help group leaders identify opportunities:
 - To split existing groups in order to form new groups when waiting lists are sufficiently full
 - To expand capacity of existing groups e.g., change of venue
5. To support struggling interest groups.
6. To raise relevant interest group concerns and ideas with the Committee.
7. To consult with Group Leaders in planning an annual “Showcase” in liaison with the Committee.
8. To work with the Treasurer to have necessary funding approved and secured, if necessary.

To assist U3A members in the creation of new groups as follows:

1. To meet with prospective Group Leaders in order to promote new ideas for interest groups and to assess their viability.
2. To ensure new groups meet with insurance and other requirements depending on the activity.
3. To help new Group Leaders:
 - To find a suitable venue (members' homes if appropriate)
 - To assess costs
 - To use start up grants
 - To set up the new group in Beacon and maintain its accuracy
 - To identify a subject advisor, mentor or paid tutor and then help new Group Leaders to both assess their viability and ensure that the Group can meet its costs.

4. To consult and ask for advice from Venues Officer on the availability and cost of appropriate venues for Interest Groups.
5. To contact SUN and SERN on availability of specific workshops which could lead to the creation of new groups.

To advertise Interest Groups as follows:

1. To promote groups via U3A website, newsletters, monthly meetings, and notice boards.
2. To update the editors of both the Interest Group Newsletter and the U3A Monthly Update email, in order to advertise existing and new Interest Groups.
3. To ensure that Interest Group Information and Contact Directory is kept updated and distributed as required, above all to new members.

Additional Responsibilities as follows:

1. To be familiar with the Beacon system and aware of the capacity, vacancies, venues and waiting lists of each group.
2. To seek advice, assistance and approval of the Committee as appropriate.
3. To work with the Committee to organize annual thank-you event for all Group Leaders in recognition of all their hard work.