



## MOSELEY, KINGS HEATH AND DISTRICT U3A

### **Executive Committee: Role Description for INTEREST GROUP CO-ORDINATOR**

#### **A. General Responsibilities**

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure our U3A operates smoothly and efficiently.

#### **B. Role**

1. To advise and assist members to set up new Interest Groups, and to support ongoing Interest Groups

#### **C. Main Responsibilities**

1. To set up and offer guidance on new Interest Groups in liaison with Start-up Leaders
2. To maintain records of active Interest Groups on the Beacon Management system
3. To encourage and advise Group Leaders on the use of the Beacon Management System
4. To circulate updated information about Interest Groups via email, Newsletter, Monthly Meetings and website.
5. To act as the link person for support queries and issues raised by members about Interest Groups
6. To highlight the need for new Start-up Leaders in response to members' requests
7. To liaise and give feedback to the Executive Committee on all aspects of Interest Groups
8. To ensure Group Leaders are informed of new or amended policies and Executive Committee decisions
9. To ensure Group Leaders have appropriate information and contact details regarding local and national activities

Maximum tenure of office (Elections at the AGM: May): 3 years

October 2019