

THE INTEREST GROUPS' CO-ORDINATOR ROLE

Roles and Responsibilities

- To be a member of the Preston and District u3a Committee
- To be a trustee of the Preston and District u3a Charity.
- Email details of any proposed new group to members of the Committee for approval
- Liaise with the leader of any new group to arrange a day, time and venue for their group
- Give details of the new group to Website Administrator who will set up group page, issue passwords etc
- Give details of the new group to Beacon Administrator to add the new group into Beacon
- Liaise with the Web Administrator and Beacon Administrator to arrange Website and Beacon training and provide a Group Leader Handbook to the new group leader
- Provide induction for new Group Leader and attend the first session of any new group to provide help and support
- Inform Website and Beacon Administrators, Committee members, Good Times Magazine Editor etc of any changes in Group Leaders or names of groups
- Provide ongoing support to all new and existing Group Leaders and their members
- All room bookings, changes and cancellations are via the Group Co-ordinator
- Maintain a comprehensive list of all groups including name of group and group leader and the time, day and venue they meet
- Maintain a comprehensive list of additional group events both during weeks 1 to 4 and during the 5th week of the month
- When appointing a paid Tutor, the Interest Group Co-ordinator will obtain the tutor's name, postal address, email address, telephone number (including mobile), NI number & UTR (unique tax reference) and ensure they have their own insurance to cover the activity they are providing and pass on this information to the Treasurer.

Other duties that may be required from time to time

Skills and Attributes

- Good working knowledge of Beacon is essential (training will be offered)
- Word- processing and email essential
- Good organisational skills
- Good communication skills
- Ability to work as part of a team
- Able to use initiative

Confidentiality

Once a Committee decision has been reached, Committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in a meeting should be regarded as confidential.

General Data Protection Regulations (GDPR)

Completed GDPR Training and ensure compliance. In general membership data to which you have access must only be used for the purposes of carrying out your job role. Data should not be stored on your personal computers indefinitely. All data should be deleted/destroyed once it is no longer required.