



Islington U3A

Job Description

Role of New Groups Coordinator

Rev 2.0

Purpose:	To support the forming of new groups.
Core duties:	To talk to members with ideas for new groups, help develop ideas, and explain responsibilities of running a group. Issue a copy of Guidance Notes to prospective new Coordinators. Prepare proposal for submission to the Executive Committee. Once proposal approved publicise in Bulletin
	Help get new groups started - dealing with enquiries from members about new groups, keeping prospective coordinators informed of interest, supplying them with the names and email addresses of all those interested.
	Set up proposed group on Beacon (as 'inactive'), enter up the names of interested members.
	Once proposed group appears viable with first meeting planned, liaise with Beacon Admin and Website Manager to set up coordinator with login details to Beacon and page for the group on the website
	Liaise with Groups Coordinator, Beacon Administrator and Website and Bulletin Managers
Other possible activities:	As arising
Skills and experience required:	Good organiser, Good communicator
Role exclusions:	Maintaining Beacon on behalf of coordinators
Approx time Commitment:	2 to 3 hours a week on average
Accountable to:	Chair and other EC Members



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Agreed role responsibilities will depend on new person's capabilities and competencies.



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