

<b>Purpose:</b>	To support the ongoing maintenance of existing groups.
<b>Core duties:</b>	To explain responsibilities of running a group to Group Coordinators and New Coordinators taking over an existing group.
	Discuss <b>proposal for new groups with New Groups Coordinator.</b>
	<b>To maintain consistency between Beacon and Website, liaise with Beacon Administrator and Website Manager regarding any new groups starting or changes to existing groups.</b>
	Create and maintain the Guidance Notes for Coordinators.
	Help coordinators deal with problems within their groups.
	Help with finding replacement coordinators for groups.
	Help dealing with waiting lists – setting up second/third groups.
	Maintain a Timetable of scheduled group meetings on a quarterly basis.
	Organise and host a meeting at least once a year for all coordinators.
	<b>Open Day, if being held – organise with small sub committee.</b>
	Take part in EC monthly meetings.
<b>Other possible activities:</b>	Support actions arising from EC meetings.
	If coordinators fail to advise Website Manager then advise him/her of any changes to groups' details (eg when or where the group meets)
	Maintain/update Beacon on behalf of coordinators who need help with this.
	Liaise regularly with New Groups Coordinator.
	<b>Develop own succession plan – develop potential candidates, take on deputy to train up ready for taking over.</b>
<b>Skills and experience required:</b>	Good organiser, good communicator
<b>Role exclusions:</b>	Forming new groups
<b>Approx time Commitment:</b>	8-10 hours a week on average. Can be more in September and October when dealing with membership renewals and when organising and following up on an Open Day and when arranging Coordinators' Meetings, lunch, etc.
<b>Accountable to:</b>	Chair and other EC Members

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