

Purpose:	To ensure that each Interest Group is managed and administered. The Group Coordinator / Group Leader may be the subject expert but this will not always be the case.
Core duties:	To coordinate the activities of a particular Interest Group.
	Ideally, no one person would have to carry the load of running an interest group. Interest groups can benefit from regular planning meetings, to decide on their programme. Such meetings have been found to help maintain a lively, dynamic interest group.
	The Group Leader/Convenor will guide and keep control of the session's timing and content. Timing is especially important if members are presenting prepared pieces to a session. When things are too rushed, they are likely to be unsatisfying.
	Group discussions can be formal or informal. The extent and type of discussion depends on the subject and the size of the group. Some groups are almost wholly discussions in which case the facilitator will try to get everybody contributing and ensure that the discussion is conducted in a fair and democratic manner. It can be advantageous to break the group into small groups and then feedback to a general discussion. It is important to encourage participation as some members will be less active than others.
	If the proposed activity is likely to be hazardous, or requires specialist instruction, the Group Coordinator should contact National Office to check regarding insurance cover.
	Comply with the iU3A Coordinators Handbook
	Ensure your Groups' information is kept up to date in Beacon
Other possible activities:	Support the overall Group Coordinator.
	Provide data as requested occasionally by the Groups Coordinator.
	Support iU3A events and communications (eg Open Day and Newsletters).
Skills and experience required:	Some general IT & computer skills. Do not have to be the Subject Expert for the Group.
Role Exclusions:	
Accountable To:	Groups Coordinator

Agreed role responsibilities will be depending on person's capabilities and competencies.