

Role description – Group Convenor/Leader

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Group Convenor/Leader

2. Role summary

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating with group members and the u3a's Groups Coordinator.

3. Skills and Experience

- None – only Enthusiasm for the subject and a passion to share this and get others involved.
- Organisational skills and comfortable using technology for sending emails and collecting and managing personal data. If not comfortable please delegate this to another member who is capable of doing this.

4. Main responsibilities

Some of these responsibilities may be shared with other members of the group, for example by having a deputy/assistant. It is important to develop a shared responsibility and build a team to help with contingency and succession planning.

4.1. Setting up and running your group

- To agree with group members what content would be of interest, how it will be delivered and organise an appropriate time and venue for meetings.
- Keep the group excited about your subject whenever you can.
- To ensure all group member data is managed and used in line with u3a GDPR guidance (available on the u3a website). This may include the use of Beacon to manage data.
- To ensure that each group member is a member of u3a.
- To manage any money that goes through the group e.g. for venue hire in line with guidance in the Group Convenor/Leader Handbook and financial guidance available on the [u3a website](https://www.u3a.org.uk).

- To ensure all activity of the group is run safely and in line with health and safety guidance available on the [u3a website](#), including risk assessment checklist templates.

4.2. Communication and administration

- Keep the group's website page up to date by sending your web administrator regular updates for our u3a website (or identify a member to do this).
- To keep group members up to date with all relevant information about the group and any communication given by the committee.
- To help to publicise your group within your local u3a and via the local u3a website and facebook group eg: newsletter, monthly meetings etc.
- To attend local network meetings or peer support groups for Group Convenors/Leaders when these are available.

There is a wide range of support and training available for all Group Convenors from your u3a's Group Coordinator and national [Subject Advisers](#) to online workshops and a wealth of information on the [u3a.org website](#). More information about this is available in the Group Convenors/Leaders Handbook, available to download on the u3a website.

Please use the u3a.org website for information about groups, online workshops, magazine summaries and lots more. You only need to generate an account with your name and membership number to do this.