

U3A: MOSELEY, KINGS HEATH AND DISTRICT

Executive Committee: Role Description for

INTEREST GROUP CO-ORDINATOR

A. General Responsibilities

1. To support the ethos and philosophy of the U3A
2. To attend, and take an active part in the monthly Executive Committee (EC) meetings
3. To assist in the preparation and running of the Members' Monthly meeting
4. To support colleagues on the EC, and shadow/deputise where appropriate

B. Role

1. To advise and assist members to set up new Interest Groups, and to support ongoing Interest Groups

C. Main Responsibilities

1. To set up and offer guidance on new Interest Groups in liaison with Start-up Leaders
2. To circulate updated information about Interest Groups via email, Newsletter, Monthly Meetings and website, on a monthly basis
3. To act as the link person for support queries and issues raised by members about Interest Groups
4. To highlight the need for new Start-up Leaders in response to members' requests
5. To liaise and give feedback to the Executive Committee on all aspects of Interest Groups
6. To ensure Group Leaders have appropriate information and contact details regarding local and national activities

D. Other Responsibilities taken on by one of the current post-holders

1. To be a member of the website sub-committee
2. To assist the Membership Secretary with signing in, at Members' Monthly Meetings
3. To maintain Charity Status documentation

E. Maximum tenure of office (Elections at the AGM: May): 3 years