



STROUD U3A

Role Outline – Groups Facilitator (or “Groups Secretary” as preferred by the role holder)

Important Note: Roles within Stroud u3a are defined flexibly. This outline is how the current postholder sees the role. The exact way any postholder carries out any role can be adjusted and more or less support can be provided by other Committee members as required.

Setting up and supporting new groups

- Support, help and guide any member(s) in starting new groups.
- Maintain contact in the early days of a new group to help address any concerns.

Providing ongoing support and advice to Group Coordinators (GCs)

- Be the first point of contact and provide support for any issues that might arise in the starting or running of an interest group; where appropriate referring matters to the Committee.
- Help GCs to improve, expand, change their groups.
- Provide support with administration and management of the group.
- Supported by the Committee, organise a meeting and social occasion for GCs at least once annually.

Communication and administration

- Help Stroud u3a maintain accurate details of our u3a's interest groups.
- Help maintain information on all groups for public viewing (on the website)
- Encourage GCs to use the Beacon database for the administration of their groups.
- Provide the committee with updates on the progress/development of groups.
- Communicate any relevant information to GCs from the committee, local networks, the region and or the Third Age Trust.

Committee

- The Groups Facilitator is a Committee position.

January 2025