

# **St Albans U3A**

## **Terms of Reference for Groups Coordinator**

### **Role Description:**

To support Groups (existing and new) that satisfy members' needs across the widest possible range of educational, recreational, physical and cultural interests.

### **Key Responsibilities and Accountabilities:**

1. to promote membership of Groups;
2. to provide clear and pertinent information to members and to the Executive Committee about available Groups and their status;
3. to liaise with Group Organisers to maintain up-to-date information on membership, vacancies and meeting schedules;
4. to work with the Group Organisers, Webmaster and Newsletter Editor to ensure that groups' information on the web site and in the newsletter is complete and up-to-date;
5. to sustain existing Groups and assist in the formation of new Groups providing appropriate guidance where necessary;
6. to support Group Organisers with information that enables them to fulfill their roles.