Role description – Group Convenor/Leader

This role description template is designed to be adapted and used at your u3a.

The role *(add a couple of sentences which outline the core responsibilities and duties)*

- To run an interest group in accordance with your u3a's policies and procedures (including running the group safely)
- To carry out administrative tasks and communicate with group members and the u3a's Groups Coordinator
- To encourage group members to participate in the running of the group
- To be committed to running a successful group for the benefit of its members as part of your u3a's offer to members

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 for interest groups.

Skills & Attributes: *(add characteristics & attributes needed for the role)*

- An enthusiasm for your subject and a passion for sharing this with members.
- A genuine commitment to the u3a and its aims
- Good organisational skills
- Strong interpersonal skills as you will be encouraging members to get involved
- Good digital skills
- A positive, can-do attitude

Support for your role: *(outline the support your u3a can offer)*

- An induction from your u3a
- Support from your Groups Coordinator and other Group Leaders
- Inspiration and guidance from Subject Advisers and the Third Age Trust Learning Team
- Information, advice and workshops are available from the Third Age Trust, via the u3a website or by email, info@u3a.org.uk
- Networking opportunities with local u3a networks, region/nation support teams and Council Representatives.

Key Tasks: *(list tasks in a clear and methodical order)*

Please note that some duties can be shared with other members of your Interest group, this can also help with contingency and succession planning.

Setting up and running your group

- Collaborate with group members to agree on content of interest and decide how it will be delivered.

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- Consult with group members to organise an appropriate time and venue for meetings.

- Promote interest and enthusiasm within the group for your subject area.
- 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
- Oversee group finances e.g. hall hire. Ensure spending is in line with guidance in the Group Convener/Leader Handbook and the financial guidance available on the u3a website.
- 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.
- Be open to new members joining.

Communication and administration

- Keep the group's website page up to date on your u3a website (or identify a member to do this).
- Update other Group Conveners/Leaders and the Groups Coordinator on the progress/development of the group.
- Ask for support where difficult conversations need to take place.
- Keep group members up to date with all relevant information about the group.
- Help to publicise your group within your local u3a and via the local u3a website, newsletter, monthly meetings etc.
- Attend local network meetings or peer support groups for Group Convenors/Leaders if these are available in your local area.

Helpful information

- Handbook for Group Leaders
- To find out more, please email [add email address] to learn more about the role

TEMPLATE