

## GROUPS CO-ORDINATOR – Summary Role Description

### Role Summary

- To support and advise Group Leaders, particularly new ones, in the smooth running of their group.
- To facilitate communication between Group Leaders and the Committee.
- To provide a written monthly report to the committee.
- To assist in the information of new groups and encourage the formation of additional groups where there are waiting lists.
- To inform the Membership Secretary and the Web Manager of all changes to group information.

Charnwood u3a	<b>GROUPS CO-ORDINATOR – Summary Role Description</b>		
Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary, added monthly report requirement and added required contact with Membership Secretary and Web Master.	15/07/2024	