

Role description – Group Convenor/Leader

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Group Convenor/Leader. However, people who help to set up interest groups are known by many names. You might also be a group facilitator, manager, or organiser. This document is to be used as a template for u3a committees to amend depending on the specifics of this role in their u3a.

2. Role summary

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating with group members and the u3a's Groups Coordinator.

3. Skills and Experience

- Enthusiasm for the subject and a passion to share this and get others involved.
- Organisational skills and comfortable using technology for sending emails and collecting and managing personal data.

4. Main responsibilities

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.

4.1. Setting up and running your group

- To agree with group members what content would be of interest, how it will be delivered and organise an appropriate time and venue for meetings.
- To build enthusiasm in the group for your subject area.
- To 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 to manage data.
- To oversee any money that goes through the group e.g. hall hire in line with guidance in the Group Convenor/Leader Handbook and financial guidance available on the [u3a website](https://www.u3a.org.uk).
- To ensure all activity of the group is run safely and in line with health and safety guidance available on the [u3a website](https://www.u3a.org.uk), including risk assessment checklist templates.

4.2. Communication and administration

- Keep the group's website page up to date on your u3a website (or identify a member to do this).
- To share with other Group Convenors/Leaders and the Groups Coordinator updates on the progress/development of the group.

- To keep group members up to date with all relevant information about the group.
- To help to publicise your group within your local u3a and via the local u3a website, newsletter, monthly meetings etc.
- To attend local network meetings or peer support groups for Group Convenors/Leaders if these are available in your local area.

There is a wide range of support and training available for all Group Convenors from your u3a's Group Coordinator and national [Subject Advisers](#) to online workshops and a wealth of information on the [u3a website](#). More information about this is available in the Group Convenors/Leaders Handbook, available to download on the u3a website.

u3a		Role description – Group Leader		The Third Age Trust	
Version	Description of changes	Date of change	Review date		
2.0	Updated formatting	18/11/2021	18/11/2022		
3.0	Addition of skills and experience, edited for clarity and updated links	16/02/2023	16/02/2024		

