



Role description – Group Convenor

Category: Recruitment

1. Document purpose

To outline the role and responsibilities of a Group Convenor.

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 being 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 or a Co convenor. 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 will 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](#).
- To 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.





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 enter all data on to the Beacon site and regularly update this.
- To share with other Group Convenors 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.

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 Handbook, available to download on the u3a website.

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