

Sherburn & Villages U3A

Practicalities of being Groups Coordinator

Groups Coordinator.

Maintains contact with Group Leaders.

Assists in setting up new groups as approved by Committee.

Helps sort out group problems.

Keeps Committee informed on groups' issues and conveys Committee decisions to Group Leaders.

Prepares group details leaflet updated twice a year

Assists in production of Group Leaders Handbook.

Help organise and run Group Leaders annual workshop.