



# TETBURY AND DISTRICT

## Groups' Co-ordinator

### 1. Role Summary

To assist group leaders to set up and run their groups and to provide them with problem solving advice should they need it. He /she will need to develop good relationships with each group in order to encourage good feed-back.

### 2. Main responsibilities

- To assist group leaders to set up and run their groups.
- To advise how best to promote new groups through the newsletter and use of Beacon mailing list.
- To issue a hand book for all new leaders and then to go through it with them with particular emphasis on listening to members' needs, the handling of cash and the need to cater for the disadvantaged.
- To be present at their initial meeting if possible
- To arrange for training on Beacon
- To encourage feedback from group leaders especially with new groups.
- To alert Chair and the Membership Secretary if any serious problem arises that cannot wait for the next committee meeting.
- To liaise with the Accessibility Secretary and group leaders to ensure elderly, disabled and those without email capability are assisted where possible.
- To ensure that as many group leaders as possible are present at monthly meetings, badged and available to discuss their groups with new members
- To provide regular, at least once a year, social functions specifically for group leaders.
- To work with the committee to arrange an open day at which potential new members can meet group leaders.
- To review the web site from time to time and make sure it is up to date and tactfully to ask leaders to update their entry if necessary.
- To encourage group leaders to submit short interesting contributions to the newsletter with photographs where appropriate.

### 3. Handover

- To provide a comprehensive hand over to any new Groups' Co-ordinator.