

THE ROLE OF GROUP CONVENORS

Convenors are essential group members, as they are the focal point for the group, for communication within the group and they act as the group's link to our u3a committee.

Tasks

- Agree date, venue and subject of meetings, and inform group members. At meetings, keep a log of attendees.
- Ensure all activity of the group is run safely and in line with health and safety good practice and procedures on the u3a UK and Wheathampstead websites. <https://wheathampstead.u3asite.uk/wp-content/uploads/2025/04/Health-Safety-Procedure.pdf>
- Enter Interest Group information and regularly update the membership list on Beacon, and ensure our u3a website is up to date about the group by contacting Committee Webmaster, Richard Brett.
- Where necessary for the functioning of the group, collect petty cash from group members, or arrange for an appointed group member to do so.
- In other circumstances where money is collected from members, usually for hall hire, ensure that all members contribute, preferably in advance. Log this in on Beacon and give monies to our Treasurer, Sarah Willgress.
- If something special is happening which would be of interest to members or another group, then put this on the website, via Richard, and let our Communications Officer, Janice Whiting know, so that this can be publicised.
- Once a year, in March, confirm membership and activities with the Groups Co-ordinator Annabel Lloyd, and ensure the Interest Group is represented at the 'Meet the Groups' session after the AGM.

Note - All members are responsible for the running of the group, so the convenor should not continue indefinitely. If a group becomes full due to capacity, start a waiting list and inform the Groups Coordinator.