Group Convenor

Role summary

To establish and maintain an (interest) Group through organising Group meetings, carrying out administrative tasks, communicating with Group members, the Group Coordinators and other members of the Monmouth u3a Committee, when needed. Keeping track of Group membership data in the Beacon system and keeping track of Group finances.

Main responsibilities

It is preferable to share the responsibilities whenever possible by having a Co-Convenor. This will enable tasks to be divided, allow holidays to be taken without interruption of Group meetings and secure transition of leadership when needed. Please also refer to document under Setting up a new group (refer to Be involved on Monmouth u3a website) and document Financial Policy (refer to Administration – Policies - on the same website). These documents provide further guidance for Group Convenors. Convenor responsibilities are as follows:

a) Setting up a new Group with the help of Group Coordinators.

b) Taking over an established Group with the help of Group Coordinators.

c) Agreeing with the members of the Group on content, venue and time for meetings, and running regular meetings.

d) Learning how to use Beacon (the nationwide facility provided by the Third Age Trust for the management of u3a data) to maintain and

protect Group members' personal data and enabling email contacts with Group members. Group membership should be kept updated all the time by including new members and deleting members who have left. Check that Group members have renewed their Monmouth u3a membership.

e) Using Beacon to communicate with Group members. This ensures that data protection rules are followed. You should only be using your own mail platform or phone group as an exception, and in that case, **you must** secure agreement from Group members for sharing and storing personal information. Refer to Monmouth u3a website Be involved – document under Data Protection Awareness for more information.

f) Checking your email regularly for questions and information regarding your Group (don't forget to check your junk folder). Potential new members (u3a members and non-u3a members) to the Group are allowed one Taster session before joining the Group and Monmouth u3a. For a Taster session they pay the same amount as Group members pay for a group meeting. Always making sure members of the Group are members of Monmouth u3a (Beacon does not allow you to add non-members).

g) Establishing a budget for the Group, if necessary, and overseeing this budget. If running the Group requires payment for venue, Tutor, Speaker and materials it is acceptable to ask for money from Group members in advance, normally for a two-month period. The Group should maintain a reserve of 2 months' costs to cover costs should membership drop unexpectedly. The Convenor pays the same amount as the members of the group. The Treasurer will help in establishing payment details for bank transfers. In addition:

- Booking a venue, if required, and making sure the Treasurer is informed and that the invoices are sent to the Treasurer.
- Arranging for a Speaker, if required, for a Group meeting. U3a's Mutual Aid Principle is not to need to pay for Speakers. Certainly, Monmouth u3a cannot pay a fee to Speakers who are members of a u3a. However, it is allowable to pay pre-agreed reasonable expenses to Speakers, including u3a members, such

as travel costs and material. For external speakers – only if payment is necessary – then a pre-agreed fee will be paid in addition to any expenses.

- For Groups using professional Tutors the Group Convenor is not responsible for renting a venue, establishing a budget, establishing payment details or following up on payments. This is the responsibility of the professional Tutor. For activity Groups the Tutor needs to have insurance. The Group Convenor is responsible for annually checking that the insurance is in place.

h) Keeping a waiting list on Beacon if the Group is full and closely monitoring it. Informing the Group Coordinators when the waiting list is long enough or near long enough to enable the Group Coordinators to start a new Group if possible.

i) Keeping the Monmouth u3a website updated with information about the Group both on the Group's page in the 'Our Activities' section and with special events under 'What's On' section. Consider promoting your Group through the Chair's regular communications. Respond to inquiries received through the website 'Contact Convenor'.

j) Ensuring agreement from Group members before taking any photographs and sharing these.

k) Ensuring the Group is run safely and in line with Health and Safety Guidelines including the relevant risk assessment checklist (refer to Monmouth u3a website, Administration - Risk Assessment). For hired venues this will include:

- Ensuring that a risk assessment has been done if a new venue is used.
- Ensuring members are familiar with all safety and fire regulations.
- Taking responsibility for reminding members of fire evacuation processes at all meetings.

l) Attending Convenors meetings organised by the Committee.