

Swanland



THE ROLE OF THE CONVENOR

The following document is the full description of the Convenor role in Swanland u3a. Please see the 'Operational Guide' which gives the essential tasks - it is this latter document that will be used on a day-to-day basis by convenors.

THE ROLE OF THE CONVENOR

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating both with group members and the Executive Committee (EC). These tasks can be shared with other members and Convenors should also attempt to identify and encourage potential future convenors.

Convenors are expected to show enthusiasm for the stated activity but may not necessarily fill the role of 'expert' in every meeting- this may be taken by another member, visiting speaker or as a last resort a paid tutor. They should be aware of related learning opportunities and support both locally and through the national u3a, in particular the network of National Subject Advisers details of which can be found on the TAT website or in 'Third Age Matters.'

Convenors are essential to Swanland u3a as without them there would be no Interest Groups. The role gives convenors the opportunity not only to maintain important skills and interests and use them for the benefit of others but also to acquire new ones. By giving up some of their time to this role they are benefiting their fellow u3a members.

Organising Meetings

1. To ensure that the EC have approved the group's formation and are aware of who is fulfilling the Convenor role.
2. To establish with other members a meeting pattern. To schedule and plan, though not necessarily lead, each meeting.
3. To ensure the group is aware of the constitution of Swanland u3a and its policies especially Access, Disability; Equality and Diversity and Safeguarding.
4. To ensure that Health and Safety requirements are observed.

Communication

1. To keep group members advised of i group activities via email, post or word of mouth.
2. To communicate with the wider u3a by:
 - notice boards and digital screening of notices at Thursday lectures.
 - Sending website notices for publication to the Web Administrator by e-mail: webadmin@swanlandu3a.org.uk
 - To submit occasional articles to the Newsletter about the groups activities plus dates of meetings and other information.

To communicate with the EC by:

- Email or personal contact.
- Attending the Convenors / EC meeting to raise and share good practice; concerns and contribute to possible solutions. Ideally any issues should be discussed beforehand by the whole group and if the Convenor cannot attend a substitute should be sent.

In the event of a Convenor requiring support over any matter they should contact the Membership Secretary in the first instance.

Operational Guide for Convenors.

These are the essential tasks for Convenors and should be read in connections with the full role description on the website.

To organise and if necessary lead regular meetings of an Interest Group by:

- Liaising with New Group Co-ordinator until group is established.
- Determining agreed pattern of meetings; venue(s); content plus delivery with members and if relevant any outside speaker.
- Keeping a record of attendance.
- Follow financial procedures as outlined by Treasurer (below)
- Follow relevant policies (see website)
- Informing Membership Secretary of changes to groups viability and member's membership status when required.
- Produce notices for website, electronic notice board and newsletter as required.
- Attend annual Convenors / Executive Committee meeting after prior discussion of any issues with group members.

