



Role Description

Group Liaison

Responsibilities:

- To advise and help existing interest groups. To be the 'Help Desk' that Group Co-ordinators can contact.
- Process requests to join or leave interest groups.

Tasks:

- Maintain a list of all interest groups. Details to include Co-ordinator, Deputy, Day & Time of meeting, Frequency & Venue. This to be passed to the Webmaster for updating the website.
- Maintain a 'Waiting List' for each group that is full and ensure that when spaces are available, they are taken up in chronological order.
- Maintain a list of 'Potential New Groups' that have been suggested by our members and publish it in the News Bulletin and at Monthly Meetings.
- Maintain a booklet of all our groups and have copies available at Monthly Meetings and Coffee Mornings.
- Maintain a list of 'Groups with Vacancies' and publish it in the News Bulletin and at Monthly Meetings.
- Sign all venue contracts used by Interest Groups and keep a copy of them.
- Prepare an article for each monthly News Bulletin and send to the Bulletin Editor.
- Answer any questions and give advice to Group Co-ordinators and Deputies when asked.
- Where possible attend all meetings – Monthly Meetings, Committee meetings, Coffee mornings, Open Day etc in order to communicate on a personal level with as many people as possible in order to keep abreast of the current requirements and any problems of the membership regarding groups, and to encourage members to become Group Co-ordinators.

- When the Waiting List for a group reaches a reasonable number to start a new group, hold a Setup meeting so everyone can discuss what the group will do, where and when it will meet, and who will be the GC.
- Once a year, do a 'Health Check' for each group by sending the GC the details we have on Beacon and the Website and ask them to confirm it is still current.
- Maintain and update the GC Handbook.
- Maintain a list of possible venues for groups to meet. The list is on the website, so any updates are passed to the Webmaster.

*Revised June 2017 Kevin Stock
Added signing of Contracts Dec 2018 Kevin Stock
Various revisions March 2022 Kevin Stock*