

ROLE OF GROUPS SUPPORT OFFICER BFu3a

The Groups Support Officer should be elected at the Annual General Meeting (AGM) in accordance with the BFu3a Constitution.

Primary Tasks

- Be a point of contact, advice and support for Group co-ordinators
- Ensure good communication between group co-ordinators, group members and the committee
- Contact group co-ordinators regularly, particularly new group co-ordinators, to ensure that all is well with their group and to offer advice and guidance as required
- Bring to the attention of the Committee any issues or potential problems in groups including any accidents or incidents during Group Meetings
- Be aware of groups that are becoming over-subscribed and the need for new and additional groups
- Identify and encourage new group co-ordinators to come forward
- Encourage, promote and facilitate the setting up of new interest groups
- Provide “start-up” assistance for new group co-ordinators and to consider putting them in touch with an existing co-ordinator for a similar subject
- Ensure that group co-ordinators have a copy of the BFu3a Group co-ordinators Handbook and National Office/BFu3a advice sheets as appropriate and are aware of and comply with BFu3a constitution and any relevant policies/guidelines e.g. GDPR, finance, safeguarding policies
- Keep the Handbook/Advice Sheet for group co-ordinators comprehensive and up to date and to ensure that an up-to-date copy is available on the BFu3a website
- Communicate all relevant information to Group co-ordinators from the Committee, Region and National Office including training opportunities
- Maintain a detailed list of local venues suitable for groups
- Encourage group-coordinators to use Beacon and assist with keeping group lists up to date
- Set up new groups and make any necessary changes to group details on Beacon including advising the Beacon Administrator of any necessary changes to Beacon access
- Review with the Chair and Vice Chair who has access to Beacon annually after the AGM. This should include committee members and group coordinators and any other roles which require Beacon access for specific purposes
- Assist the membership secretary with renewal and in advising Group co-ordinators of members who have resigned or lapsed.
- Ensure group co-ordinators are aware of National Office Subject Advisors and any relevant training
- Assist at the new members table at Open Meetings
- As required attend meetings for New Members
- Host meetings with group co-ordinators as required to provide updated information and facilitate sharing of ideas/knowledge and support between group co-ordinators
- Consider holding a social event for Group co-ordinator to show appreciation for their contribution to BFu3a

Aspects Applicable to all Committee Positions

Ensure opinions expressed in Committee meetings are regarded as confidential.

No matter what individual trustees' opinions or voting choices are, once an item is approved by the Committee, all trustees must accept it as decisive and final without further comment (see National Office Trustees Code of Conduct – Corporate Responsibility)

Where possible and by agreement, undertake ad hoc tasks as required by the Committee

Forward a brief report to all Committee members 7 days prior to the next Committee meeting

Prepare and carry out a comprehensive handover to a new incumbent when appointed

Need to check/how up to date our advice sheets/handbook are for Group Co-ordinators