

Group Leader Role Description

1. Complete a register for each group session to ensure health & safety and insurance cover requirements are met.
2. Identify and resolve any issues arising within the group, in liaison with the Group Co-ordinator and other Officers as necessary.
3. When arranged, attend New Member Meetings and provide a short overview of the Group / Activities.
4. If access to the Beacon system is available, maintain up-to-date list of members within the group. If no access to Beacon, inform the Group Coordinator of any changes.
5. Agree the frequency, location, and timing of Group Meetings for each period, in liaison with the Group Co-ordinator.
6. Advise the Newsletter Editor of any entries which need to be placed in the Newsletter by the 20th of the month prior to the Newsletter.
7. Take responsibility for the activities of the group, organise its programme for the period ahead. Where possible involve other members in this organisation.
8. If the frequency and/or cost of the group meetings for the year exceed the standard Northallerton u3a allowance liaise with the Treasurer to identify any additional costs.
Notify treasurer of any of these payments made directly into the Bank and collect and pay in cheques.
9. When leaving a Group Leader role, any data regarding members details held separately from the Beacon system, must be deleted to comply with data protection laws.

June 2026