

Group Co-ordinator Role Description

- Primary contact person for all Group Leaders with a focus on resolving any issues arising within their group[s].
- Ensure all groups have Group Leaders and that they maintain a register of members and that it is completed at every meeting for health and safety.
- Responsibility for confirming that any paid instructors have a valid insurance for that activity.
- Contact and responsibility for new group proposals or requests.
- Determining requirements for the proposed group including frequency, days, times, venue and equipment and preparing an analysis to determine costs and viability for approval by the committee.
- Responsibility for the liaising with Newsletter Editor to ensure Contacts List is accurate
- Updating group leader details on Beacon, and where necessary maintain group member details.
 - This also includes creation of new groups on Beacon once approved by the committee.
 - Ensuring that group maximum numbers are included on Beacon
- Arrange and host Group Leader's meetings as appropriate.
- Handling GC emails from website/ Facebook enquiries and general email requests

July 2026