



HARBOROUGH WELLAND u3a

New Groups Facilitator

Role - summary of key responsibilities

- To support and assist the Groups Facilitator
- To facilitate the setting up of new interest groups and to arrange advertising of these on all media /meeting outlets
- To fully support and advise new group leaders including training via workshops and group or individual sessions as appropriate
- With the Group Facilitator ensure that all group leaders are aware of HWu3a policies and objectives via the Group Leaders Handbook
- With the Groups Facilitator ensure that the Group Leaders Handbook is regularly reviewed and updated
- To ensure good communication between group leaders, group members and HWu3a as a whole

To safeguard the good name and values of HWu3a and the u3a movement

