

The role of the Interest Group Convenor

The Committee want to do all we can to support the people running our Interest Groups by providing support in setting up and running the Group. We can also point you in the direction of other support available from within our Committee; other local resources and the National U3A.

It is worth pointing out that:

- You do not need to be an expert in a subject to be an Interest Group Convenor, nor do you need to have experience in running adult learning. Many successful groups are set up by people just wanting to explore interests among themselves.
- Different subjects run in different ways and there is no fixed way of running a group. The best groups develop according to the needs and wishes of their members and can be quite formal or loose dependent on subject and group aims. The main thing to remember is that the Groups need to be about learning in a relaxed and enjoyable way.

What does the role entail?

- Be clear about the purpose and nature of the Group and communicate this to the Group members, being aware that this may evolve over time.
- Maintain an ongoing contact with the Groups Co-ordinator
- Find out what help is available both locally and nationally.
- Encourage and enable members to share their knowledge, skills, interests and experience
- Be aware that not all Group members will feel confident and a key part of the Interest Group Convenor is to make all members feel welcome and to provide the best environment for the Group and the members
- Organise meetings of the Group as agreed with them
- Advertise and promote meetings of the Group. Making the Newsletter Editor and the Web site Manager aware in good time of times and venues
- If the Group is to handle any money, refer to the Treasurer/ Groups Co-ordinator and follow their guidance
- Keep a register of attendees and a note of any visitors
- Be aware of how to deal with any emergencies, including an accident report form

The Interest Group Convenor is very important to the Dawlish and District U3A. Without leaders of Interest Groups we will not have our vibrant and interesting local U3A.