



Role description – Ru3a Business Secretary Coordinator

1. Document purpose

To outline the role and responsibilities of the Ru3a Business Secretary Coordinator

2. Role Summary

To help facilitate the smooth operation of all Ru3a groups through appropriate advice, guidance, liaison and administrative support in line with National u3a Strategy and ethos.

To facilitate the start-up of new interest groups, through feedback and research and collaboration.

The aim of the role is to assist coordinators as necessary to run their groups in an efficient manner. To promote a good understanding of how coordinators can effectively manage their own tasks yet still work closely with others. This will ensure there are good communications between coordinators, group members, the Trustee Committee and the u3a as a whole.

3. Skills and Experience

- Enthusiasm for Ru3a interest groups and a passion for setting up and supporting interest groups.
- Organisational skills and comfortable using technology for sending emails, and collecting and managing data.
- A team player, this role will be part of the Ru3a committee.



4. Main responsibilities

Some of the responsibilities listed in this section may be shared with other Ru3a members, for example by having a deputy/assistant. The Ru3a Groups Secretary role is a member of the Ru3a committee (Trustee) and it is noted that there are also additional statutory requirements and responsibilities of Trustees including compliance with the Charities Commission. The Ru3a Groups Secretary role is also to provide supplementary minutes, as a second minute taker for Trustees' meetings.

4.1. Setting up and Supporting New Groups

- Gathering input from members on suggestions for new interest groups.
- Completing a feasibility study for any proposed new group
- Recruitment, induction and ongoing support for new Group Coordinators, Leaders and Deputies.
- Helping to publicise new groups via the local Ru3a website, newsletter,
- Maintaining regular contact with new groups and providing advice and guidance with any challenges.
- Monitoring and collecting information about the new group numbers

4.2. Providing Support and Advice to Existing Group Coordinators, Leaders and Deputies

- To provide an up-to-date paper or digital copy of the Group Coordinator handbook and guidelines to all Group Coordinators, Leaders and Deputies. (Note: sometimes called Group Convener in other Trusts) It is also available on the National u3a website.
- To make available both paper or digital copies of all relevant forms e.g. group registers, incident report forms, expense claim forms, these will be available to download and print from the Ru3a website.
- Maintaining a list of local venues for groups, detailing the capacity and cost.
- Informing Group Coordinators, Leaders and Deputies about the resources available nationally including [Third Age Matters Magazine](#), [national newsletter](#), [Sources](#), the [u3a website](#), and [Subject Advisors](#).
- Being the first point of contact and providing guidance for any queries, problems, challenges that might arise in the running of an interest group, referring more serious matters to the Committee.
- Holding regular Group Coordinators, Leaders and Deputies meetings so that knowledge, challenges and new ideas can be shared and discussed.
- Encouraging shadowing and handover for all Group Coordinators, Leaders and Deputies. Especially as succession planning for those who have decided to move on from their role.
- Maintaining regular contact with groups and providing advice and guidance with any challenges, and escalating if necessary.
- Monitoring and collecting information about all group numbers, capacity and where there are waiting lists encouraging members to start new groups where possible.
- Chair quarterly or monthly meetings with opportunity for coordinators to raise potential agenda items for discussion.





4.3. Communication and organisational administration

- To maintain accurate details of all Ru3a interest groups, liaising with other Trustees such as Finance and Membership management for a comprehensive view of the current status.
- To liaise with Group Coordinators, Leaders and Deputies and provide the committee with updates on the progress/development of interest groups.
- To communicate any relevant information to Group Coordinators, Leaders and Deputies from the committee, local networks, the region and or the u3a Office.
- To encourage and assist Group Coordinators, Leaders and Deputies to share the activities of their groups via their u3a website, in local press and national communications.
- To encourage involvement with supplementary roles such as involvement with specific working parties that may interest them.
- Work with an assistant to create a Deputy for the purpose of succession planning

There is a wide range of guidance and training available for all Groups Secretaries ranging from Ru3a’s committee to National u3a online workshops, and a wealth of policy templates and other relevant information on the National u3a website.

<https://www.u3a.org.uk/member-login>

u3a	Role description – Rotherham u3a Groups Secretary		
Version	Description of changes	Date	Review Date
0.1 Draft	first draft for review by peer GS	21 MAR 2025	First draft
1.0	Adopted and minuted at Trustee Meeting	06/06/2025	Apr 2028

