



Study Group Adviser

Role description

The responsibility of the Study Group Adviser of Ludlow u3a is to:

- act as a Trustee of the registered charity, **u3a in Ludlow**
- act as main point of contact for Ludlow u3a members regarding study groups
- deal with enquiries about groups from members and prospective members, liaise with coordinators and pass enquires on to them
- ensure list of study groups on Beacon is up to date
- help to identify and set up new groups and, if needed, help find a coordinator for the group
- produce and send to all members, via email, a monthly Study Group News to include messages from coordinators about their study groups as well as information about prospective and new study groups
- support group coordinators with advice and information when requested
- support new coordinators - meeting with them if necessary, explaining the role, and mentoring in some instances
- encourage coordinators to use Beacon
- provide help and support when needed for coordinators using Beacon
- once a year in April check with all coordinators that their group membership on Beacon is up to date and ensure that any necessary changes are made
- advise Webmaster on changes to be made to study group details and encourage coordinators to ensure the information about their study groups is up to date
- update coordinators' handbook when necessary and explain changes to coordinators
- convene meetings for coordinators from time to time
- report to Ludlow u3a committee on a regular basis