

U3A Group Co-ordinator Responsibilities and Tasks – March 2023

The Group Co-ordinator's main tasks are to ensure if possible:

- **Each group has a Group Leader and Deputy**

The Group Co-ordinator communicates with the Group Leaders – and it is the Group Leader's responsibility to pass on information to their Deputy. Names and email addresses for both should be kept by the Group Leader.

- **Group Leaders and Deputies know their roles and follow U3A requirements**

The Group Co-ordinator is responsible for updating the documents which are available to Group Leaders for running their groups. This includes details of their duties and responsibilities, weekly and monthly attendance registers, and expenses form.

- **Appropriate venues are booked for groups to take place, and registered with the Ajuntament d'Oliva if required**

The Ajuntament allows us to use rooms in several of its buildings, free of charge.

The U3A year runs from 1 September to 31 August so rooms need to be arranged before the venues and the Ajuntament go on summer break. The Group Co-ordinator should check (around June each year) with the Group Leaders to find out what they will need for their groups for the next year – and then book meetings with the venue staff to create a timetable for September onwards. This might continue as per the existing year, but there may need to be some changes due to the Ajuntament needing rooms for their own activities.

For room bookings at the Pensionistes and the El Bastidor, these need to be agreed with the venue staff and then need formal approval of the Vice-Mayor's office. For rooms at the C.P.C. and Polivalent, a timetable needs to be agreed with Anna Gilabert and then the details of room bookings need to be submitted electronically, one room per sheet, on pdf forms which are downloadable from the Ajuntament's website – this is a new system which came in during September 2021. Whilst submitting the forms, we must also include a listing of all other room bookings at other venues (which will have already been approved by the Vice-Mayor). The President of the U3A is required to submit the room booking forms and other venue details electronically, using a digital signature system.

- all U3A members are kept informed of what groups are available, when and where
- Organise the annual Group Leaders meeting and Lunch
- group activities are advertised / updated / announced on the U3A website and Facebook group

Useful contacts:

- **Ajuntament d'Oliva** – all room bookings have to be cleared by the Town Hall. Our main contact was **Yolanda Balaguer** during 2021, until she became the new Mayor of Oliva. Now the named person on the Ajuntament's webpage about booking venues is **Josep Escrivà Savall** - Ext. 613 Tel. 661 532225 - <https://www.oliva.es/va/pagina/participacio-ciudadana-1> . This webpage includes downloadable forms to book the Polivalent and the CPC for events – the forms are in pdf format and need to be filled in then submitted online to Josep.
- **C.P.C. El Pinet** – Anna Gilabert used to be the receptionist there, and now works at an Ajuntament office on Calle Mayor. She remains the main contact for room bookings at the C.P.C. Her contact details are: **Anna Gilabert Rodriguez**, participaoliva@gmail.com - Departament de Participació Ciutadana. Telèfon de contacte: 678473186/ Ext. 652. Ajuntament d'Oliva
- **El Bastidor** - **Pauline Hammond** (group leader for Spanish Advanced) holds her lessons at El Bastidor – she is the main contact to arrange rooms there with **Sister Marie Carmen**, the nun who runs the centre. The official name of El Bastidor is Centro Parroquial Fray Humilde de Soria.
- **Pensionistes** – the Llar de Jubilats i Pensionistes is run by Antonio Colonar (President) and Antonio Arribas (Secretary). The bar / restaurant is run by Angelina. Making changes to room bookings are organised via Antonio Arribas through Whatsapp – with a meeting in the summer (July) with both him and Antonio Colonar to agree a timetable for the coming September onwards. These then need to be agreed by Ana Maria Morell Gómez (vice Mayor). **Antonio Arribas** Whatsapp 617 515566. **Antonio Colonar** Whatsapp 609 916153. **Angelina** (to book meals in the restaurant) Whatsapp 642 442480. **Ana Maria Morell Gómez** – Whatsapp 651 151985