

# Role Description: Groups Coordinator

## General

The Groups Coordinator looks after all of the groups and helps the Group Leaders when required.

## Details

- Support the Group Leaders with any issues they may have.
- Help to set up new groups as and when the need arises.
- Act as the liaison between the Group Leaders and the committee.
- Act as the contact for members wishing to enrol in a group.
- Arrange the annual meeting of Group Leaders and the annual Showcase event.