

# The role of a Group Leader

The role of the Group Leader is to enable the smooth running of the group.

- Arranging the meeting venue.
- Keeping group information on Beacon and the website up to date.
- Managing the group's finances (if applicable).
- Writing a brief report on any interesting or newsworthy activity of your group for publication in The Clarion and the web site.
- Attending the annual Group Leaders meeting and the annual Showcase.
- Keeping the group risk assessment up to date and notifying any changes to the Group Coordinator (who can assist).

It is the Group Leader's responsibility to make sure that the above tasks are done, but the Group Leader can delegate the actions to a deputy leader or another group member.

Note: It is not the Group Leader's role to lead group meetings or decide what the group does.