

## Checklist for taking over as coordinator of a group

A planned takeover is the best option, with the sharing of the group's customs and practices and any documents in use, taking place beforehand. However, in an emergency, such as sudden illness, this may not be possible.

Having a deputy coordinator within a group can help to maintain consistency of approach and continuity. A deputy coordinator does not need to take over as coordinator but they can advise the new person.

1	The su3a website, and specifically the coordinator pages, contains a lot of information to support group coordinators and to ensure responsibilities are listed and explained. The Advice document is the main source of information.
2	The group's website entry is maintained by the group coordinator and can be changed at any time to update venue, timings and group membership. Use the group page to publish your programme of events. The Advice document tells you how.
3	Keep group membership up to date. Use the website functionality or notify any changes to <a href="mailto:grouprecords@su3a.org.uk">grouprecords@su3a.org.uk</a> .
4	Liaise with su3a on new procedures and requests for information. Ask for support if needed by email to <a href="mailto:groupsa@su3a.org.uk">groupsa@su3a.org.uk</a> .
5	Nurture your group. Support them if needed. Issue updates as appropriate, by email or WhatsApp. Seek help or advice to deal with any problems or difficulties. Use Links, the monthly e-newsletter and Facebook to advertise for new members or to report on activities, keeping groups visible and vibrant.
6	Be aware of the financial accounting system and submit annual accounts, if appropriate. Support is available if needed.
7	Consider how to respond to enquiries from prospective new members and be welcoming when they attend their first meeting. Ask for their su3a membership number and keep a note of it.
8	Keep group activities safe. Make all members aware of the group risk assessment and re-distribute regularly. Support is available.