

## **PROBUS CLUB OF DURHAM WEST**

### **ACTIVITY ROLE DESCRIPTION – UPDATED MAY 2023**

#### **ACTIVITY CHAIR – 2023 role description in detail**

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- Facilitate the establishment and promotion of new activity groups as suggested by club members.
- Seek leaders for activity groups.
- In collaboration with a new Activity Leader, develop a name, description, meeting place, time and frequency of meetings to be published on the website and in the newsletter. Forward this to the Webmaster and Newsletter Editor.
- Maintain a current calendar indicating when activity groups meet, and provide recommendations to new leaders when to meet and discourage the overlap of activities.
- Activity Groups are considered launched once a leader (or an interim leader) is identified, and the website is updated. The groups then operate autonomously.
- Maintain a current list of Activity Leaders contact information for communication purposes.
- Circulate the membership list to Activity Leaders annually in February to have non-renewing members removed from their individual distribution list. (List is provided by Membership Chair)
- Provide support to activity leaders if they need a venue to meet
- Provides support to activity leaders to troubleshoot any challenges that may arise within the group
- Provide activity group updates at monthly club meetings and management meetings as required.
- Promote the activities of the various activity groups to encourage greater participation by members
- Recognize the various Activity Group leaders and thank them for their leadership and service.
- Advise activity group leaders that their responsibility includes:
  - Determining their groups' venue and meeting frequency.
  - Establishing rules, membership eligibility and group size.

- Submit summaries of their activities and pictures to the newsletter editor and webmaster for publication several times a year.
- To be aware that any costs and outlays are the responsibility of the activity group members.
- Interact with the Social Events Chair when activities or events may affect or involve the General club membership.
- Connect (via email) new members with activity leaders of groups they have indicated an interest in an activity through the new member survey.
- Organize annual New Members Welcome Coffee event and Volunteer appreciation event if pre-approved in annual budget.