

Newcomers Welcome Club of Lake Oswego
Position Description (Rev May 2023)

Title: ACTIVITIES CO-CHAIRS

Non-Elected Officer, Voting Board Member Term: 2 years Annual Budget: \$0

PREREQUISITES: Be familiar with Microsoft Excel & Word or similar software applications. Spreadsheets are used in this position.

DUTIES:

- **Attend Board Meetings** to report status of club's current activity groups, formation of new groups, discontinuance of groups. If unable to attend, email report to President prior to the meeting.
- **Attend Meet & Greets and Monthly Luncheons** whenever possible to meet new members, provide information on activity groups, encourage involvement, and explain the process for joining a group.
- **Communicate with Activity Leaders regarding responsibilities of their position:** **1)** submitting monthly articles to the Newsletter Editor (no later than the Sunday after the Meet & Greet), **2)** advising Activity Coordinators of leadership or structural changes to their group, **3)** ensuring that all people in their group are current with annual Newcomers' membership dues.
- **Email names and contact information of new members** to appropriate Activity Leaders. The Webmaster will send names of new members weekly on a spreadsheet.
- **Email new members** to welcome them and inform them that leader of the groups they listed on their membership application have been notified of their interest.

- **Periodically check in with Activity Leaders** to identify/resolve problems, help attract new participants, ensure leaders are engaged and supported.
- **Encourage rotation of Group Leaders** after two terms, when practical.
- **Send roster of Activity Groups, their leaders and leaders' email addresses** to the President by the first week in May, so the information can be included in the Annual Directory and website.
- **Summarize the results of the Activity Groups' Position Reports** at the June Board Meeting.
- **Communicate Activity Group changes** to the club's Webmaster for updating the site.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Activities Co-Chairs' position notebook for future reference.
- **Attend Joint Board Meeting (June)** to review your position's duties with your successor, and pass on all club materials pertaining to your position.