

**Interest Group Coordinator
Executive Board Position
2017-2018**

Summary

The Interest Group Coordinator trains and oversees all Interest Group Chairs, coordinates interest group scheduling to avoid date conflicts, and reviews requests for new groups,

Position Requirements

Medium level computer skills

Adequate time for responsibilities of the position

Responsibilities

Collect contact information for all Interest Group Chairs, and add new interest groups as they are approved. Provide this information to Communications and Publicity Director.

Prepare and maintain a chart that includes the name and meeting day for each Interest Group and the names and email addresses of Interest Group Chairs. Provide a copy of this chart to the President and relevant board members.

Develop an email distribution list for Interest Group Chairs and use to communicate updates and reminders as needed throughout the year.

Plan a meeting for Interest Group Chairs (and board members if available) at the beginning of the new board year to clarify responsibilities and communication procedures and to provide training for Welcome Mat submissions.

Explain procedures and deadlines that Interest Group Chairs must follow when requesting that information be sent to the membership through the Weekly Bulletin or eBlasts.

Ask Interest Group Chairs to verify that all group members have paid current dues by checking the online directory after the renewal period in October. Questions about membership status may be directed to the 1st Vice President - Membership.

Request that Interest Group Chairs submit event dates well in advance to prevent scheduling conflicts. When duplications occur, the event that was submitted first takes precedence, and all major Club events take precedence over individual interest group events.

Request that Interest Group Chairs submit all non-recurring events for approval before sending them to the Calendar Chair.

Encourage Interest Group Chairs to recruit their replacements for the coming year.

Reminders

All expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are expected to provide training for their positions when the incoming board takes office.