

## INTEREST GROUP DIRECTOR

### **Summary:**

The Interest Group Director 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 Chair and add new interest groups as they are approved. Provide this information to Communications Director and Publicity Coordinator.

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 and Calendar submissions.

Ask Interest Group Chairs to verify that all group members have paid current dues by checking the online directory. Questions about membership status may be directed to the First Vice President - Membership Director.

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 Coordinator.

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

Submit Welcome Mat Form for Interest Group Chairs that want to advertise to the membership to increase attendance at events.

Coordinate the scheduling/rescheduling of "Try an Event" participants, and requests to try an event linked with a "Contact" Inquiry, with the Interest Group Chairs; notify the First VP-Membership Director to follow up and track the participant to encourage them to join the Club.

**Reminders:**

All Board members:

- Must submit all expenses for reimbursement by the Treasurer before the end of ANC's fiscal year.
- Are expected to attend board meetings, usually on the first Wednesday morning of the month.
- Are expected to provide training for their positions when the incoming board takes office.
- Should respond ASAP to all inquiries from other members, potential members and Board members.
- Should periodically post information on the Club website and weekly newsletter pertinent to the position.