



## Policy on Interest Group Leaders Responsibilities

**Proposed By:** Dave Arterburn, EPNC, President and Wally Wood, VP, Activities

**Adopted:** October 12, 2023

The VP-Activities will coordinate recruiting Interest Group Leaders, adding and removing interest group members, and with Board approval, opening and closing interest groups.

Each Interest Group authorized by the Board will have at least one Interest Group Leader, who must be an Active Member of the Club in good standing, and who has agreed to the following responsibilities:

- 1) Interest Group Leaders will communicate with the Interest Group members through the google group email list to invite all group members to meetings.
- 2) Interest Group Leaders will coordinate with VP-Activities to post Interest Group meetings on the Newcomer calendar and urge registration for interest group meetings.
- 3) Interest Group Leaders will welcome new Interest Group Members as appropriate to the Group's founding proposal to the board.
- 4) Interest Group Leaders will apply the Newcomers' non-member participation policy to welcome Graduates and may consult with VP-Activities about which Sponsored Guests to welcome.
- 5) Interest Group Leaders will implement the additional responsibilities outlined in the standing Liability Waiver Form and Retention Policy if their interest group is designated by the Board as engaging in "high risk" activities.
- 6) Interest Group Leaders will promptly notify the VP- Activities, if they can no longer fulfill their duties as the Interest Group Leader, or insufficient members are available to fulfill the purpose of the group.
- 7) Interest Group Leaders will apply the Newcomers Club Terms & conditions as to member privacy.

This policy supersedes and replaces all prior policies and practices of the Club as it pertains to Interest Group Leaders.