

## ***Probus Club of Applewood***



### ***ACTIVITIES COORDINATOR – JOB DESCRIPTION***

#### **Duties of the Activities Coordinator**

The Activities Coordinator (AC) is responsible for ensuring that fellowship activities are directed solely towards acquaintance and fellowship and made available to the members based upon their stated interests. Specific duties include:

1. As an invited member to the Management Committee (MC), he participates in the operation of the club, providing information, advice and input re the efficient running of the club's operations.
2. Liaises with the Membership Coordinator concerning the new members' survey of their activity interests. The AC forwards their activity interests to the appropriate activity convenors who are expected to invite the new members to attend/participate in said activities.
3. Identifies, solicits and recommends volunteers to act as activity convenors for approval by the MC. Selection of sub-activity convenors is subject to AC approval.
4. Ensures the actions of each activity are in keeping with the spirit, intent and stated policies of the club. In concert with this, follows up with activity convenors and members to ensure efficient and effective running of groups and, where appropriate, takes action to ensure integrity of the activity.
5. Maintains close association with the members at large to keep abreast of the members' interests and changing interests. Where appropriate, the AC recommends to the Management Committee (MC) new activities or cessation of a current one, depending upon level of interest.
6. Ensures that the composition of various groups is changed on a regular basis (i.e. golf on a weekly or biweekly basis, wine tasting/supper clubs on a yearly

basis) to ensure a broad interface with all members and to prevent the creation of cliques.

7. Develops different methods of encouraging enrollment /participation of the members into different group activities.

8. Considers, discusses and determines frequency options (i.e. monthly/seasonal/one time/ ad hoc basis or in tandem with the activities of another club) of activities

9. Ensures that activity information is published each month in the newsletter to encourage and foster the concept of fellowship and good times.

10. Ensures preparation of activity year-end reports for approval by the MC and subsequent presentation to the members in the Annual Report and at the Annual General Meeting.

Estimated time 8-10 hours per month

Prepared by George Huszczynski

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