

## **ROLE OF THE INTEREST GROUP COORDINATOR**

- Keeping a list of members with their contact info.
- Advising potential group members as to what the group is about.
- Scheduling the first meeting and future meetings of the group.  
Remember all group correspondence is sent as a group BCC!
- Arranging for a place to host the group meetings or, if the group will be visiting other venues, arranging for such venues. For example, In the case of an interest group for playing card games, the venue might be one of the group members' homes or rotated between group member homes. For a theatre interest group on the other hand, the venue could be various theatres within your region, etc.
- Arranging for equipment, supplies, etc. for the meetings as required (e.g. tables, chairs, refreshments, etc.).
- **Advising the PROBUS Interest Groups Chair monthly** about the group's activities and note if the group is seeking additional members. This information will be published in the Brock-Georgina PROBUS Club newsletter each month and on the website.
- Note that the group coordinator does not necessarily have to do all the above work alone and can call on the group members to assist as necessary. Co-coordinators are welcomed!

Contact: [interestgr.brockgeorginaprobust@gmail.com](mailto:interestgr.brockgeorginaprobust@gmail.com)