

POSITION DESCRIPTION

TITLE	Standard Activity Group President
PURPOSE	The President provides leadership to the executive committee, working co-operatively with others following the GWSA Activity Leaders Handbook
REPORTS TO	The Program Committee Chair Seniors Program & Partnership Coordinator
QUALIFICATIONS	<ul style="list-style-type: none"> ❖ Active member of GWSA ❖ Skills in leadership, organization, problem-solving, conflict resolution and written and oral communication ❖ Tact and diplomacy in order to interact and work co-operatively with others. ❖ Experience leading an Activity Group and working with a team ❖ Full knowledge of Activity Leaders Handbook
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Coordinate the overall organization of the Activity Group 2. Ensure room permits are completed and booked for the year with the Facility Clerk 3. Organize the setup and take down of the room 4. Designate a committee member to attend all Program Committee monthly meetings 5. Ensure the committee operates in accordance with the Activity Group Leaders Handbook 6. Attend New Member and Open House receptions representing the Activity Club 7. Welcome members as they arrive and provide a welcoming atmosphere 8. Work with the committee to develop a yearly budget 9. Designate a committee member to submit monthly volunteer hours and attendance using the template provided 10. Plan with the committee any special events and tournaments with the support from the Special Events Coordinator 11. Submit a monthly article to the Sentinel 12. Arrange for annual nomination and election of committee members 13. Participate in self-development training, where appropriate 14. Organize meetings with the committee members as needed 15. Ensure all committee members attend annual trainings and information updates that are provided 16. Perform such other duties as may be determined from time to time by the Board

Volunteer Advisory Committee Draft Approval

POSITION DESCRIPTION

Governance Committee Approval