

IWCNE Activities Chair

Purpose of the Position

The Activities Chair organizes non-fundraising activities throughout the year. The activities are open to all members and paid for by participants.

Duties

The Activities Chair:

1. Plans a minimum of three activities per year (winter, spring, and fall) covering southern York County, northern York County, and within an hour's drive of Portsmouth.
2. Presents activity ideas to the Executive Board for feedback, keeping in mind that many members are unable to walk long distances, navigate stairs or stand in lines.
3. Ensures activity dates don't conflict with other club events.
4. Upon approval from the Board, makes all the associated arrangements at least three months prior to the activity.
5. Sends information about the activity to the Newsletter Chair.
6. Circulates signup sheets at the two luncheons prior to the activity.
7. Takes reservations from club members; collects fees from participants upfront if required.
8. Answers questions and communicates precise details about the activity to participants, including date, time, location, parking options, rain date, and costs.
9. Sends the registration list to participants via email and encourages carpooling.
10. Pays deposits to venues in advance of the activity if required.
11. On the day of the activity, brings the signup sheet, checks everyone in, and contacts no-shows as needed.
12. Attends Executive Board meetings and gives the Activities Report.