

Activity Group Coordinator Role plus FAQ

The Glacier PROBUS Club is a social club intended for providing an opportunity for members to connect with others, make new friends, and engage in social and physical activities in a congenial and friendly environment.

Not surprisingly, we frequently get questions about how the Club operates, Activity Group Coordinator responsibilities, how to contact someone, and a myriad of other subjects.

We hope the following points will answer these Frequently Asked Questions with regards to the role of Activity Group Coordinator; if they don't please bring your questions to the Coordinator's meeting.

Activity Group Coordinator Role

-To organize/lead group events:

- 1.-decide on the details of the event

- communicate the details via email to members and/or via the group webpage

- insert details on the calendar

2. lead the event or arrange for another member to do so.

3. write a short blog of the event and insert it with or without photos onto the website's Activity Group News page

-To keep an up-to-date group mailing list by amending it whenever notification is received from the Activity Groups Director regarding member additions and deletions

-Coordinators are encouraged to participate in training sessions to learn how to use the Club Gmail account for emailing and for calendar access and also to learn how to insert their blog/photos into the activity group news webpage. If the coordinator is not so inclined, the information can be passed to the Activity Groups Director for processing.

-Coordinators should not feel that the onus is solely on them to lead a group. They are actively encouraged to ask for help and support from group members for back-up or co-leading roles.

(Please note that it is best to Blind Copy (BCC) group emailings for privacy and security reasons. Do not include email addresses when inserting any entries on the Club website, again for privacy and security reasons)

Activity Coordinator FAQ

1. What do I do if a Glacier PROBUS member tells me he/she wishes to either join or leave my group?

- If the member doesn't wish to contact the Activity Groups Director through the Activity Sign-up page on the website, obtain his/her name and email address and send this on to the Activity Groups Director for processing. You will be notified once the master list has been amended, at which time you can amend your own list. The AGD will notify the member regarding the amendment. It is important to follow this procedure in order to ensure that the Coordinators emailing list is in sync with the Master Membership emailing lists and that both versions are up-to-date

2. What do I do if a Glacier PROBUS member who is not a member of my Group asks to join in on a Group activity?

- the member must make contact with the Coordinator prior to the activity or event; the Coordinator will welcome this member dependent on group size limitations, group members having first priority.
- All Club members may participate in special events arranged by Glacier PROBUS.
- All club members may join in on an officially recognized Interclub PROBUS activity as the members are covered by the Waiver of Liability from their own club.

3. What do I do if a non-member of Glacier PROBUS asks to join in on an activity?

- Guests are defined as individuals who want to see what the club does (with a view to joining) or who are a family or friend of a group member.
- Guests may join in on Club activities up to two times, after signing a liability waiver (found at [Guest Waiver Form](#)) each time. If the guest enjoys the selected activities, feel free to encourage him/her to join Glacier PROBUS in order to continue participation.
- under no circumstances should anyone be included on a group emailing list or in events beyond the two allowed as a guest who is not a member of Glacier PROBUS. This includes members of other PROBUS chapters (please note that we have several members of Glacier PROBUS who are also members of another Chapter).

4. What if I feel a member of my Group is not able to safely participate in an outing?

- Members sign a Waiver of Liability when they join the club and they are responsible for deciding on their ability and fitness for a particular group or activity. Some activities are more strenuous than others and members are encouraged to discuss their ability to participate with the Coordinator if there is any doubt. If a Coordinator is at any time concerned about a member, they can approach the Activity Groups Director for advice/assistance.

5. I would like to start a new Group

- Activity Groups are fully autonomous (within Club policies) and may determine their own activities, frequency, locations, etc.
- A new Group may be formed any time members come up with an outline for one, which includes the name of a member willing to act as Coordinator: present your idea to a member of the Management Committee and it will be discussed at the next Monthly meeting. If the new group is sanctioned at the meeting, it is then the responsibility of the new group to move forward with the idea. The Management Committee will assist with advice and with communications on the website and/or at the monthly Gatherings.