

## **Procedures Manual Position Responsibilities**

POSITION: Study Groups Coordinator

1. The Small Group Coordinator (Coordinator), will provide advice, as requested, to the various Small Group Leaders (Leaders), on any needs or problems, and may make suggestions to the Coordinator.
2. Upon request, the Coordinator may advise Leaders in setting up email lists, announcements, dates and places for meetings, and record keeping but is not responsible for these tasks. The Small Group should find volunteers for such within its group.
3. The Coordinator will encourage Leaders to periodically send an email to the Coordinator informing the Coordinator what their group is doing and planning that may be of collective interest to other small groups or the LCGS membership.
4. The Coordinator will remind Leaders to have a supply of membership brochures available at each meeting or activity and that guests receive a brochure. No pressure to join LCGS shall be made, but guests shall be invited to become new members. Other brochures or flyers on upcoming programs and events should also be available to all small group attendees. Leaders shall request brochures and flyers from the Publications chair or the Coordinator.
5. A record of attendees at small group activities indicating LCGS members and guests shall be kept and a copy sent to the Coordinator and Corresponding Secretary, preferably after each activity or meeting. The Leaders are encouraged to obtain emails and other contact information from guests, but this is not required.
6. No fee shall be required for attendance. No fee shall be requested from attendees for materials unless previously approved by the President or Board of LCGS. Minimal materials or copy expenses shall be previously requested from the Coordinator.