

## GUIDELINES FOR STUDY GROUP LEADERS

June 14, 2018

The Study Group Leader will provide oversight and assistance to his/her Study Group and report any needs, problems, or suggestions to the Coordinator.

Leaders will:

- Set up emails lists
- Send announcements
- Arrange dates and places for meetings
- Keep attendance and other records as needed and send to Coordinator and Corresponding Secretary including new emails.
- Facilitate group discussions
- Find volunteers to help with internal processes
- Meet periodically with the other Study Group Leaders and Coordinator
- Distribute LCGS membership brochures and other pertinent materials
- May copy and distribute materials not already provided by LCGS. Minimal materials or copy expenses shall be previously requested through the Coordinator.
- Inform the Publicity Chair and other appropriate persons of activities that may be of interest to the general membership.

No pressure to join LCGS shall be made, but guests shall be invited to become members.

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.