

Interest Groups Chair (Appointed)

Term: One year

Time Required: 1-2 hours a month plus additional time in summer to organize

Responsibilities:

- Promote and coordinate Branch Interest Groups, working with the individual IG coordinators to provide members with opportunities to share interests, learn new skills and enhance their social connections
- Facilitate the formation of new Interest Groups
- Promote and facilitate IG signups at the September Branch meeting
- Ensure that the newsletter team and website manager receive accurate monthly information about IG meeting times and content
- Write newsletter articles to promote IG participation
- Keep track of activities and update the Operations Manual as needed

Qualifications:

- Good interpersonal skills
- Ability to be organized and meet deadlines