

Name of Interest Group	
Convenor	
Regular Day/Time of Group	

**Interest Groups are a privilege of membership in UWCV. Use of space in Hycroft and set-up is included in dues. Food and/or beverage are additional cost but at most favourable rates due to Interest Groups being for Members only.**

### CREATE A NEW INTEREST GROUP

DONE

Speak to Interest Group Convenor who will assist you throughout the process of starting an Interest Group and will assist you with queries after the group is formed.	Discuss your ideas for the group, how and when you would envision meeting, and who you think may be interested in such a group. Remember it takes just 3 interested Club members to form a group and make use of space in Hycroft. Your group may grow!
Find members interested in group	Advertise in Hycroft Happenings if group is formed mid-year. Take names from sign-up list from Fall Reception if group is formed at the beginning of the year. Fall Reception information below
Determine Convenor	Inform the office of the Convenor or of Co-Convenors
Set first meeting	Agree on timing, format, preferred type of space, etc.
Reserve dates/times for upcoming year in MRM	Consider the Calendar of regularly occurring meetings when choosing a regular meeting time for the new IG. Reserve in Main Office to secure space for the rest of the year. Indicate if accessibility limits which rooms/level can be used. Rooms may be changed from time to time due to other uses in Hycroft. Interest Groups may be 'bumped' if there is a rental that makes it impossible to meet at the usual time. As much notice as possible will be given.
Discuss with Manager-Hospitality any set-up requirements for the group's needs	Write down requirements and, if necessary, sketch any set-up that is preferable prior to meeting with Manager-Hospitality
Determine if your group requires storage space between meetings.	If so, speak to Interest Groups Chair who will assist you to find space in the cupboard in the Mirror Room.
Some special interest groups incorporate food and beverage.	Speak to Interest Groups Chair first. Food and beverage (extra charge) and set-up is coordinated through Manager-Hospitality

### CONVENOR RESPONSIBILITIES

Each month if desired, prepare announcement for upcoming meeting of IG, together with day/date to reflect any special notes.	HH notice is due by 15th of each month to: newsletter@uwcvancover.ca. The subject line should read: HH Month/Year, Name of Interest Group (eg HH June 2014 Busy Gourmet). This is meant as a one-sentence reminder. Full description of the group is in the Membership Directory.
Prepare announcement describing the Interest Group for website	Provide to: office@uwcvancover.ca who will forward it to the Communications Committee
Prepare announcement for Membership Directory	Provide to: office@uwcvancover.ca prior to 15th August each year
Keep list of Interest Group members	The list may include members who attend regularly or sporadically. You will be asked for list when needed.
Provide list of members to IG Chair	Annually by 31st October or within 90 days of new group forming
When money is collected to pay instructors provide record to IG Chair	Record amounts of financial record form (available from IG Chair and in office) and submit to IG Chair via the Office.
Advise the office if there is any change in day/date for a specific month	Provide to: office@uwcvancover.ca. Consider whether group will meet during summer months.
Advise Manager-Hospitality if there is change in set-up requirements	In writing minimum 48 hours in advance.

