

## **INTEREST GROUP PLANNING NOTES**

of VANCOUVER at H Y C R O F T	INTEREST GROUP PLANNING NOTES Revised Sep 2018	
Name of Interest Group		
Convenor		
Regular Day/Time of Group		
	/CV. Use of space in Hycroft and set-up is included in dues. Food	
	vourable rates due to Interest Groups being for Members only.	
	NEW INTEREST GROUP	DONE
	Discuss your ideas for the group, how and when you would	
Speak to Interest Group Convenor who will assist you	envision meeting, and who you think may be interested in such a	
throughout the process of starting an Interest Group	group. Remember it takes just 3 interested Club members to form	
and will assist you with queries after the group is	a group and make use of space in Hycroft. Your group may grow!	
formed.	, , , , , , , , , , , , , , , , , , , ,	
Find members interested in group	Advertise in Hycroft Happenings if group is formed mid-year. Take	
3 1	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 occuring 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	Write down requirements and, if necessary, sketch any set-up that	
requirements for the group's needs	is preferable prior to meeting with Manager-Hospitality	
Determine if your group requires storage space	If so, speak to Interest Groups Chair who will assist you to find	
between meetings.	space in the cupboard in the Mirror Room.	
Some special interest groups incorporate food and	Speak to Interest Groups Chair first. Food and beverage (extra	
beverage.	charge) and set-up is coordinated through Manager-Hospitality	
CONVENOR RESPONSIBILITIES		
Each month if desired, prepare announcement for	HH notice is due by 15th of each month to:	
upcoming meeting of IG, together with day/date to	newsletter@uwcvancouver.ca. The subject line should read: HH	
reflect any special notes.	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	Provide to: office@uwcvancouver.ca who will forward it to the	
for website	Communications Committee	
Prepare announcement for Membership Directory	Provide to: office@uwcvancouver.ca prior to 15th August each	
	year	
Keep list of Interest Group members	The list may include members who attend regularly or sporadically.	
Dravida list of manufacts to IC Chair	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 amounts of financial record form (available from IG Chair	
record to 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	Provide to: office@uwcvancouver.ca. Consider whether group will	
a specific month	meet during summer months.	
Advise Manager-Hospitality if there is change in set-up	In writing minimum 48 hours in advance.	
requirements		

Prepare Annual Report when requested prior to AGM	Office will send you notice and a copy of previous year's Annual	
	Report	
Responsible for communicating news and notices from		
the Club to Interest Group members from time to time	members of your Interest Group by email or at your next	
	gathering.	
Fall Reception	The Club's major meet and greet is held on the second Tuesday of	
	each September. Each Interest Group is invited to display	
	something about their group to invite other club members to sign	
	up. Information is circulated in the summer to the Convenor who	
	will make arrangements to have someone at the table to answer	
	questions etc.	
Guests at Interest Groups	Members may, with permission of Convenor, invite a guest to	
·	participate in an Interest Group. Any guest must be in the	
	company of hosting member. A guest may attend a group no more	
	than twice in a year.	
Plan for succession	Be on the lookout for members interest in being co-convenor who	
	will join you or succeed you. Build longevity into the Interest	
	Group plan.	
ADDITIONAL INFORMATION FOR SPECIAL INTEREST GROUPS: eg Dance, Whiskey Women, Busy Gourmet etc		
Food and/or beverage must be arranged through	Determine set-up requirements. Adjust requests with assistance	
Manager-Hospitality	of Manager-Hospitality. Agree any food component together with	
Manager-nospitality		
	choices and prices.	
Advise Manager-Hospitality of number attending 48	For set-up.	
hours before meeting.	F 1:11: 1 1 CC:	
Advise Office of names of members attending in	For billing by the office.	
advance so that Food and/or Beverage may be billed to		
their accounts		
Cancellation of regularly scheduled food service must	Food and supplies are purchased on Thursday of the week	
be made before the Thursday preceding Interest	preceding Interest Groups and Events. Notice must be received	
Group regular meeting day.	prior to that day.	
Groups meeting off-site - regularly or from time to	Members must complete the Off-Site Activity form (available in the	
time.	office or from IG Chair) and provide to IG Chair. This must be done	
	for the Club to be in compliance with our Club insurance.	
If instructors or presenters are to be paid, discuss	Keep records of payments.	
arrangements with Manager-Finance & Administration		
SPECIAL GATHERINGS		
End of year or Christmas are two of the times when members may enjoy having a celebratory and social gathering or meal.		
	speak to Manger-Hospitality who can assist with timing, menus and	
other set-up arrangements. The Convenor or designate		
Confirm number for set-up	Provide to Manager-Hospitality for set-up and any food	
Confirm names with office	for billing to account	
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Each Interest Group will have individual considerations. Keep a record for your successor.		
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