

PROCEDURES AND PROTOCOLS REFERENCE SHEET FOR INTEREST GROUP CONVENORS 2018

BOOKING YOUR SPACE

- All interest group meeting times should be booked with the Office. Book your meeting times for a minimum of a half-year--not on a month-to-month basis. Meeting times may be bumped due to rentals. Please make 'specific requests' (i.e. furniture), when booking your times.
- Inform the Office in advance if your requirements change during the year (day, time, room, set-up).
- Notify the Office if your group will or will not continue to meet during the summer. Groups are encouraged to meet during the summer, but many groups take a break.

STORAGE SPACE

- All interest groups are asked to store their belongings in a walk-in closet in the Mirror Room.
- Drawers and cabinets in a variety of sizes are available.
- Contact the Interest Groups Chair if you need storage space for your group.

COMMUNICATION

- Convenors are responsible for submitting inserts in the monthly newsletter.
- Submissions to the monthly newsletter, "Hycroft Happenings", must be submitted by the 15th of the month to newsletter@uwcvancover.ca
- Please use 'aerial 11' and no formatting or emoticons. Send your submission with the following information in the subject title: **HH ; "Month" ; "Interest Group Name"**...(eg. HH; September; Hooked on Needles)
- Be respectful that room changes can and do occur. Interest groups are first in line in bumping order for room changes. Please remind your group members to check the room assignments on the Notice Board.
- Check the UWCV website to see the Interest Group descriptions. Contact Recruitment/Marketing (membership@uwcvancover.ca) if/when a change is required on the website for your group and "cc" the Office
- Please inform the Interest Groups Chair and "cc" the Office if/when the convenor changes, the group name changes, or if your group disbands.
- Inform the Office in advance if your requirements change during the year regarding day, time, room, and/or set-up. (See also 'Booking Your Space')
- Convenors are responsible for submitting inserts for the Annual Report and the Membership Directory. The office will notify you when the insert is required.
- Notify the office if your group will or will not continue to meet during the summer. (See also 'Booking Your Space'.)
- Convenors should ensure their interest groups are represented at the Social Committee's Fall Reception each September.

ACCOUNTABILITY

- An interest group consists of a minimum of 3 members and operates at no cost to club members.
- Participants in interest groups are members in good standing with the club.
- Keep an up-to-date list of your group members and submit it to the Interest Groups Chair once yearly—October 31st is the target date. The Chair will notify convenors when the member lists are due.
- Convenors of groups formed during the year should submit a list of members to the Interest Groups Chair within in 90 days of forming.
- Submit an updated list to the Interest Groups Chair at any time to reflect changes in your group membership.
- Convenors who collect money to pay instructors submit a Financial Report form to the Interest Groups Chair at the end of each month/term or twice yearly (Dec/June).
- Members of interest groups meeting 'off-site', must complete the Off-Site Activity form and submit them to the Office.

GUESTS

- Interest groups are intended for club members. (exception: Ballroom Dancing)
- With the convenor's permission, a guest is permitted to attend an interest group 2 times per year. (exception: Ballroom Dancing)
- A member must accompany her guest.
- Guests participating in a fee-collecting activity, pay the non-member surcharge of 10% more or a minimum of \$5.00.
- One of the criteria of the club's liquor license requires that guests must sign the guest book (located on the main floor) when attending an event where alcohol is served.

INTEREST GROUPS BINDER IN OFFICE

Interest group member lists are stored in a binder in the office. When membership lists are requested on/after October 31st, please submit your list to the Interest Groups Chair, who will place a duplicate copy in this binder. Off-Site Activity and Financial Report forms are also stored in the binder. Master copies (for photocopying) of Off-Site Activity and Financial Report forms are stored at the back of the binder.

OTHER

- Photocopy costs remain at 10 cents per sheet. Leave payment in the container next to the photocopier.