



Activities Chairs / co-Chairs

The Activities Chairs / co-Chairs coordinate various club activities. New clubs are most welcome; however, no clubs can have any reference to religion or politics.

OUTLINE OF RESPONSIBILITIES:

1. Agree to Chair or co-Chair a club/activity. If the club/activity is new, coordinate with the Executive Board, Activities Director and Website Director as to the club. This will include an outline (if a new club) of what the purpose of the club is or what you plan to do, estimated frequency of meetings/activities, proposed location of meetings/activities and any other applicable information.
2. It is recommended that clubs/activities are scheduled for a day and time that does not conflict with other HOM club/activities, if possible.
3. Chair or co-Chair must secure a location for club/activity. If you plan to utilize the Beach Club, you must reserve day and times through Concierge. If at the Beach Club, you can request that they provide pitchers of water and (1) soda, together with cups for your meeting time. You are responsible to make it clear to your club/activity members that Hearts arrangement with Miromar does not include additional drinks. A fee of \$1 per person is collected at each club/activity, regardless if the member takes advantage of the available drinks or not, and this money is given to Concierge when you leave. It is important that if utilizing a subdivision clubhouse that the proper person(s) be contacted to verify if there is any policy on reserving the clubhouse, any applicable fees, information pertaining to if damage, etc. You are also responsible to clean-up the event location prior to leaving.
4. Chair or co-Chair must be willing to accept name and email of members who are interested in participating in their club/activity and maintain a database of this information. You are encouraged to talk with members during monthly luncheons to promote your club/activity.
5. Chair or co-Chair must be willing and have ability to email those who have signed up for your club/activity, via Blind Carbon Copy (BCC). Information pertaining to upcoming events that is NOT included in the HOM Weekly Updates should be sent to those club members in a timely manner.
6. The Chair or co-Chair shall furnish to the Activity Chair and Website Director weekly/monthly updates, as applicable for publishing in the Weekly Updates, on the calendar and/or on the website.
7. All clubs/activities must be self-sufficient and if there are expenses, it is up to the Chair or co-Chair to fairly collect funds to cover these expenses. It is recommended that if there are expenses payable for an activity or event, that the monies be collected by the Chair or co-Chair. If reservations are made on the Hearts website and paid through PayPal, the Chair or co-Chair will receive notice of this and the Treasurer will write you a check, just prior to the event. It is your responsibility to coordinate this with the Treasurer if this occurs.
8. If the Chair or co-Chair has issues that cannot be resolved between themselves and the club members, this should be brought to the attention of the Activity Director and President.