

JOB DESCRIPTION for GWQGC. Book Club Convenor. July 2017

The Book Club Convenor will be a financial member of the Branch, a current BIG (Book Interest Group) member, and have attended the Branch AGM (held on the last Sunday in September).

The Convenor will provide a short concise report (which may include a critique of current reading material) to the Branch committee meetings held in February, May, August, and October. This report may be included in the Branch's President's Bulletins. (Regular Branch Newsletters.)

The role of the Book Club Convenor is to select the next year's book list near the end of the year in conjunction with members' input. When this list is finalised she is to inform the President who will in turn ensure that the next year's reading list is uploaded onto the Gold Coast Branch web site. At this time also seek to update any BIG photos that may require updating on the web site.

In addition the Convenor will write and share with members, a summary of the discussion following each meeting and indicate attendance numbers for record keeping purposes.

The Convenor will email each member prior to the next meeting advising of the time, date and venue of this impending meeting.

The Convenor is responsible for organising a suitable venue for the book club to meet from February through to November when traditionally there is a end of year function. In addition she will organise refreshments at the book club meetings and notify the President with any member transport issues to ensure members are able to attend these enjoyable social meetings.

Rosemary Power (President) 2017