

Duties of Interest Group Chairs

There are three things that need to be taken care of by **July 15**:

1. **Descriptive paragraph about your group** (mentioning the purpose of the group and dues, if any)
2. **Guidelines for members** (Where do you meet? Should they bring anything?)
3. **Schedule for 2009-2010** (If you have dates and places that have not yet been determined, put "TBA" and notify us when you know them.)

The descriptive paragraph is for the August newsletter and for the fliers that University Club makes for all the Interest Groups. Last year's descriptions are posted on the web site (<http://www.indiana.edu/~uclub/index.html>). Please check there for your group's page and see if you have any additions or changes. The description, guidelines, and schedule will all be posted on the University Club website. Please submit all three of the above for the August newsletter deadline (July 15) to these people:

- Barb Aspy, University Club Manager (uclub@indiana.edu)
- Lu Cregar, Web Master (lcregar@indiana.com or lcregar@gmail.com)
- Rosemary Dever, Chair of the Interest Groups (rmdever@indiana.edu)

2. For the **Fall Luncheon at the** First United Methodist Church - 219 East Fourth Street (**Th. Sep 10.**), there will be sign-up tables for Interest Groups. You should arrive about 20 min. early, pick up a sign up sheet for your group, and sit at your designated spot at the tables. You will be provided with fliers describing your group. If you cannot attend, **please find someone else in your group who will supervise at this sign-up.** At the end of the luncheon, we will make a copy of each sign-up sheet for me, and you will keep your copy.

3. University Club's **Fall Reception Thursday September 17 in the Presidents' Room** is to welcome new and old members and to offer another the opportunity to sign up for interest groups.

4. After things settle in for the new school year and your membership becomes clear, please submit an **alphabetical list of your members** to the same three people listed above. The names will be cross-checked with the general membership to ensure that all interest group members are indeed members of the University Club. The deadline for sending the list is **October 15.**

5. Have a great year and enjoy your group's activities.

6. By next April, please consider whether or not you will remain as chairman for the following year. If not, check with your group to see who will take over for you.