

Responsibilities of Activity Group Leaders

Revised March 2022

PURPOSE

To clarify the responsibilities of activity group leaders to the GSCA.

POLICY

Activity Group Leaders serve as key contacts between the GSCA Board and their group members and oversee the operation of their group within GSCA policies.

PROCEDURE

Activity Group Leaders will:

- 1. Remind members that GSCA annual fees are due in January and that only those with a current membership are eligible to attend the Annual General Meeting, vote, and hold office.**
- 2. Ensure that everyone present at activity sessions pays the Rollo user fee.**
- 3. Ensure that any non-members taking part in activities adhere to all Rollo Seniors Centre and activity group expectations, rules and procedures.**
- 4. Remind activity group members that Rollo Seniors Centre keys assigned to them are not transferable, may not be copied and must be returned to the Board Key Coordinator if no longer needed.**
- 5. Share the Rollo building access code with members of their activity group on a need to know basis. There should be a limited number of activity group members with whom the building code is shared.**
- 6. Report any maintenance problems to the Board of Directors.**
- 7. Communicate activity group issues to the Board of Directors and Board of Directors issues to activity group members.**
- 8. Report to the Annual General Meeting of the activities of their group during the past year.**