

## **Responsibilities of Activity Group Leaders**

**Revised June 2023**

### **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 by 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. 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.**
- 5. Report any maintenance problems to the board Maintenance Coordinator.**
- 6. Communicate activity group issues to the Board of Directors and Board of Directors issues to activity group members.**
- 7. Report to the Annual General Meeting of the activities of their group during the past year.**