



Cary Newcomers Club, Inc.

P. O. Box 5071, Cary, NC 27512-5071

Special Interests Group Activity Leader Guidelines

Goal: To provide opportunities for new associations and friendships within the context of special interests, activities and/or games to all Cary Newcomers Club members as stated in our bylaws under Section II.

The purpose of this form is to provide resources and guidance for current and potential activity leaders.

- 1) All Special Interest Group Activities (SIG) promoted through the Cary Newcomers Club (CNC) will be open to all members in good standing (currently paid-up dues).
 - a) All SIGs will be presented each month in the newsletter as needed. Copy written by a member of each group (or by the SIG chair as needed) is to be submitted to the Newsletter VP, webmaster and SIG Chair by the due date indicated in the previous newsletter.
 - b) Each SIG must be financially self-sustaining
 - i) If fees are collected for a group event, checks must be paid to the venue or SIG activity leader per IRS regulations
 - ii) No checks should be made to CNC.
 - iii) Cash should be discouraged. However if any cash is received, it must be accompanied by a cash receipt (copies will be retained by Treasurer until Audit Committee report is presented, then disposed of as recommended by Audit Committee.)
 - iv) If an event is planned by a SIG that requires a deposit from CNC funds, the Activity Leader must complete an Activity Proposal Form (located on the CNC website) during the planning of the event and prior to making any deposit commitment. The Activity Proposal Form must be completed in full and submitted to the Executive Board at least 5 days prior to an Executive Board Meeting for review and approval of the event. All requests for funds are evaluated on a case-by-case basis, must be approved by the Executive Board, and subject to availability of *Special Project Funds*. If approved, advanced funds must be reimbursed from the proceeds of ticket sales for the event within 2 weeks following the scheduled event and an Activity Recap form must be completed and submitted to the Executive Board.
 - c) In order to encourage all members who wish to participate in any SIG, accommodation will be made on a first-come, first-served basis.
 - d) An annual meeting of all SIG representatives Leaders and the SIG chair will be held to discuss policies and to develop new interest opportunities.
 - e) The SIG chair should be informed of any changes in leadership of a group and of any changes in the status of the group prior to any announcements or changes announced in the CNC Newsletter.
 - f) The SIG chair will help solve any problems which may arise in a group
- 2) Responsibilities of the SIG activity leader include all planning and execution of each entity. This may include but is not limited to finding host/hostesses, locations, planning and confirming programs, setting up car pools, and contacting members who sign up for the activity.

- 3) New SIG Activity Leaders will be announced to the membership by the SIG chair via the newsletter, General Meeting announcements and General Meeting sign-up sheets. The formation of the new group will begin upon CNC Executive Board approval when a minimum number of club members are interested and/or the leadership is available. A New SIG Request (available online or from SIG chair) should be submitted to the SIG chair who will then accompany the leader to present the new activity to the CNC Executive Board.
- 4) A sign-up sheet for each SIG will be available at the monthly General Meetings at the SIG tables. The SIG Chair or their representative will be stationed at the sign-up table at each General Meeting to answer questions.
 - a) Sign-up sheets will be created by the SIG chair based on the most recent newsletter submission to keep things consistent. Any additional information or requests to alter the sign-up sheets must be sent to the SIG Chair. Deadline for these additional updates will be determined by the SIG Chair to allow time for changes. Changes could include items such as columns/information.
 - b) Sign-up sheets will be marked to denote whether a signature indicates a reservation to attend a function or indicates a desire for more information about a SIG.
 - i) If a member makes a reservation, she/he is expected to attend or cancel.
 - ii) If a member indicates interest, a representative will call with information.
 - c) If there is a change of information about a group's plans as announced in the newsletter or if no newsletter submission was made, the SIG chair should be informed of such a change prior to the General Meeting.
 - d) If a group's plans are changed after the General Meeting, the SIG Chair should be informed and all names on the reservation activity sign up sheet must be notified by the group's representative.
 - e) Sign-up sheets should be picked up by the group's representative after the General Meeting. Information on sign-up sheets left at the General Meeting will be mailed, emailed or phoned to the representative by the SIG chair.
- 5) Changes in SIG accessibility to members.
 - a) If a SIG no longer accommodates new members, it must become independent of the support of the club. Sign-up sheets, newsletter and web-site space, and items bearing the club logo will no longer be made available to such a group nor be used after this determination.
 - b) Prior to closing a SIG, the SIG chair should be notified. SIG chair and a member of the closing group will help form a new group. The general membership should be invited to the last event to determine whether the group should proceed with other members or be allowed to dissolve.
 - c) SIGs which become too big should "close" to members until there is an opening or reformat to allow for additional members. Continued CNC support for such a group will be determined by the Executive Board on an individual case basis prior to closing SIG.
- 6) Resources are available to SIG Leaders. Please contact the SIG chair for more details and requested use.
 - a) CNC Business Cards
 - b) CNC Thank You certificates
 - c) CNC Coffee pots
 - d) Information passed on from previous SIG Leaders.