

## **VENC Activity Leaders**

All VENC members are expected to volunteer either as a member of the Executive or as an Activity Leader. All members are also expected to host Activities throughout the year. Activity Groups are at the heart of Victoria Evening Newcomers Club, and Activity Leaders are key to their success. This is a fun and easy way to get to know others and do "your part".

### **Activity Leader's Role:**

Being an Activity Leader is neither time-consuming nor difficult, and it can be a way to pursue your interests while making a positive contribution to VENC. Participating in Activity Groups is essential for new members to feel welcome and integrated. You can coordinate an Activity on your own, or jointly with another member.

### **What's included in being an Activity Leader:**

1. Ensure the Activity description is updated and forwarded to the Activity Coordinator
2. Maintain an up-to-date list of registered Activity members that includes new members. Each month you will be sent an updated list of group members.
3. Recruit weekly or monthly Hosts to organize the details of the Activity.
4. Develop Evites that include specifics of the Activity and email in a timely fashion to the Activity group members
5. Monitor the Activity participation and notify the Activity Coordinator if the numbers are either excessive or too few