

**New Sociables
Biking (WOW)
“Women on Wheels”
Activity Leader Job Description
2024-2025**

1. When: April through November, if the weather is nice enough.
2. Biking on trails in the Twin Cities and surrounding area begins in April and continues through November with scheduled trips each Wednesday.
3. Sign up to receive email notice of day, time, and location. We try to bike approximately 15-22 miles. All levels of biking ability are welcome.
4. At April and May General Meeting: Put out a signup sheet for Biking. On the signup sheet include in the header: Name, Email Address, and Phone Number. At the April and May general meeting, go up front and mention the biking start date. Mention that the signup sheet is on the table for anyone who is interested.
5. During periods without monthly meetings, participants will need to email Sonia or Dee directly by noon on Monday before the event to indicate whether they will be biking and staying for lunch.
6. The leader sends out an email to the persons of interest 4 or 5 days prior with the following information:
 - a. Starting time of 10:00 a.m. and bike for 2-3 hours with a water break.
 - b. Where we will be biking
 - c. Where we will meet; provide actual address so bikers can use GPS to help locate where the meeting place will be.
 - d. Provide the name and address of the restaurant where we will have lunch afterwards. Of course, during the Covid restrictions we'll have to have lunch outdoors and the challenge will be to find a suitable venue with available seating for the number of registered participants.
7. Each month, during the biking season, a complete newsletter article is to be sent electronically to the newsletter editor by the 10th of each month. Make sure it is in electronic form so the newsletter editor will be able to cut and paste your article into the newsletter. If your monthly article does not really change each month, please indicate that to the editor.