

## New Sociables

### Share A Recipe Activity Leader Job Description

2024 – 2025

- 1 Share A Recipe (SAR) meets during the months of September, October, December, January, February, March, April, and May. The normal date to meet is the fourth Wednesday of the month except for December. The December meeting date will be determined by the Activity Leader each September. The hostess for each month volunteers for the next year using a sign-up sheet initiated at the May gathering of the activity group.
- 2 By the 10<sup>th</sup> of each month, the Activity Leader forwards the details of the next meeting to the Newsletter Chair. The information to be included is the name, address, and phone number of the hostess; the theme of the recipes as selected by the hostess; and the requirement to bring a copy of the recipe, a self-addressed stamped envelope (SASE) and \$1.00. Send the newsletter article to the current newsletter email address as determined each year.
- 3 The Activity Leader provides a current sign-up sheet for the month's Share A Recipe gathering. The key details of the current month to include the hostess information, theme, and spaces to sign-up for appetizers, salads, main course, bread, and dessert as well as space for a wait list are on the sign-up sheet. A single space for a co-hostess is included on the sign-up sheet. The co-hostess helps the hostess prepare the day of the SAR gathering and is responsible for bringing wine to the gathering. As part of the sign-up, confirm with the hostess as to the number of members she can host and tailor the sign-up details to that number.
- 4 During the General Meeting, the Activity Leader provides details for the next SAR gathering with a reminder to bring their recipe, SASE and \$1.00.
- 5 After the event concludes, the Activity Leader collects the recipes and makes copies to be mailed in the SASE to the members attending. The \$1.00 is used to defray printing costs of the recipes.