

**New Sociables
Book Group Activity Leader
Job Description 2024-24**

Book Group meets the 4th Thursday of the month.

SET UP MEETING AND LUNCH LOCATIONS: We reserve a room at one of the Dakota County libraries, or occasionally meet at the home of a member who volunteers to host. Typically we also make reservations at a restaurant near the designated library, for those who want to meet for lunch. Lunch is normally 11:00 a.m., discussion begins at 12:30.

SPECIAL EVENTS: It has been our custom to have a luncheon and book exchange in the Spring. Members are encouraged to bring any books they no longer want to keep on their home shelves. After everyone has browsed and taken what they would like, the leftover books are boxed and taken to one or more of the Dakota County libraries for the annual fundraiser.

We also customarily arrange special events such as an outing to the Minnesota History Theater, a book tour at the Minneapolis Institute of Art, or a special guest speaker (e.g. a local author.)

PROVIDE SIGN-UP SHEETS: These are placed out on the sign-up tables at the monthly general meeting and should include all details for that month's activity. They are also made available at the monthly book club discussion. Because our general meeting is early in the month and the book group meets late in the month, we recommend Leader(s) take the sign-ups home and follow up with a reminder email to members the Monday before the actual meeting. This allows for an accurate count for both the lunch and the discussion.

CHOOSING BOOKS: Book Group meets year-round, with selections chosen to run September through August. In March or April, members are asked to submit suggestions for the following year. Leader(s) compile those suggestions and compare them to the list of books the group has already read. We then check the Dakota County Library system to determine availability; generally we look for a minimum of 10 copies or if it is available as a book-in-a bag (the link on the web site is "Book Group Kit".)

Once we have determined whether a book meets our criteria the Leader(s) provide a voting list to the members that includes title, author, and a synopsis taken from the library website. The group may decide whether it wants to vote by category (e.g. Classics, Non-fiction/Biography/Autobiography, and Fiction). If so, the group has typically requested that members vote on at least one from each category, with a maximum of 10 selections.

After the votes are compiled the Leader(s) take the list of books chosen and fill in the calendar for the year.

DISCUSSION LEADERS: Once the list of selections for the year is set, we send it out to our members and ask for volunteers to lead the monthly discussions. The Activity Leader(s) then provides the monthly Discussion Leader with the following guidance: Discussion Leader should find a list of questions on-line, which are shared with the group (to be read aloud). The Discussion Leader may also choose to obtain background information on the author or topic. The Discussion Leader typically opens by asking the group to share a sentence or two on what they thought of the book, guides the discussion, asks for any comments not already covered by the guided questions, and closes by asking each member to rate the book on a scale of 1 to 10.

EMAILS / MEMBER LISTS: Leader(s) keep a contact list as well as an email list for communicating with members.

REPORT AT GENERAL MEETING / BOARD MEETING: At the monthly New Sociables general meeting, Leader(s) are responsible for giving a brief report on that month's planned activity.

NEWSLETTER NOTICES: A complete newsletter article is to be sent to the newsletter editor by the 10th of each month. This should be sent electronically to:

newsnewsoc@gmail.com

Do not send it to the newsletter editor's personal email listed in the directory. The monthly article should be totally in electronic form. Either send it to the editor as an attachment in MS Word, a pdf document or email the complete article to the newsnewsoc@gmail.com email account.

If your monthly article does not really change each month, please indicate that to the editor. However, if it does have some monthly changes, make the changes and send the entire article to her electronically. It is the newsletter editor's responsibility to get your article into the newsletter. It is NOT her responsibility to edit and type your article into the newsletter and or research the topic, venue or speaker or find directions or phone numbers for your article. Make sure that she can take what you send her and copy and paste it into the newsletter. She should not need to retype it because you either gave it to her written or typed on a piece of paper. The newsletter position is a demanding job and anything we can do to make it easier, will be much appreciated.

NAME TAGS: Members are encouraged to bring their own name tags to the monthly discussion group.

DESCRIPTION OF ACTIVITY LEADER(S) DUTIES: Leader(s) are expected to keep this description up to date, and to provide an electronic copy to the President and Webmaster, as well as to their Activity successor. The President provides the information to the New Sociables Board as well as maintaining it for reference.