

**New Sociables  
Crafts Activity Leader  
Job Description  
2023-2024**

- The New Sociables Crafts Activity Chair(s) are responsible for organizing the Crafts activity for each month of the New Sociables year which runs from June to the following May. Summer gatherings can be held, if desired. Crafts meets the second Thursday of each month. If there is a change to the date, it needs to be communicated well in advance of the date change.
- A hostess for each month of the year needs to be secured. This is usually done via a sign-up sheet at either the monthly Crafts meeting and/or the General Membership meeting. Normally, the sign-up sheet is prepared and presented in April in order to facilitate securing hostesses for the summer months.
- The hostess provides the meeting place, sets a table based on the number of attendees and provides the beverages. Normally beverages consist of coffee, tea and water. Contact the hostess to determine the maximum number of attendees she can accommodate in her home.
- A monthly sign-up sheet is prepared so interested members may indicate their plans to attend the monthly Crafts gathering and so members may volunteer to bring a portion of the lunch. If there is a limit as to the number of attendees, be sure to reflect that on the sign-up sheet and then add a waiting list sign-up to the same sheet.
- Lunch for the summer months is two salads, bread and dessert. From September to May, lunch is normally soup, salad, bread and dessert. It is up to the group to decide but this sequence has occurred since the 2015-2016 New Sociables year.
- As the chair(s) of Crafts, you also need to be aware of anyone who attends regularly but never contributes a portion of the lunch or hosts a gathering. A friendly request can remedy that situation as we all need to contribute.
- Always determine the hostess limit of attendees so that information can be included in the newsletter.
- If you choose, you can also have a sign-up sheet for those interested in getting emails related to Crafts.
- Always bring the Crafts clipboard to each General Meeting with the current sign-up sheet, the hostess sign-up sheets and any other information you deem necessary.
- Some members do not have email and need to be contacted by phone. One example is Bettilou Lindell who is an active member of Crafts and does not have email.
- A complete newsletter article is to be sent to the Newsletter Editor by the 10<sup>th</sup> of each month. This should be sent electronically to [newsnewsoc@gmail.com](mailto:newsnewsoc@gmail.com). Do not send it to the Newsletter Editor's personal email listed in the directory. This 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](mailto: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 or research the topic, venue or speaker to 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 re-type 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.