

**New Sociables
Cribbage Activity Leader
Job Description**

2024-2025

- Leader coordinates activity held at Starbucks Coffee House located in Kowalski's Market, 1646 Diffley Road, Eagan.
- Cribbage is booked on an understood, ongoing basis.
- Play is on the first Wednesday of each month, 10 a.m. to noon. No lunch is required but any purchase at the Market or Starbucks is appreciated by the management.
- Activity Leader(s) will need to:
- Prepare and put out a sign-up sheet each month before the General Meeting begins, the first Monday of the month, and speak at the General Meeting to the group about the activity.
- Maintain a master list of players and send out a reminder email 5-7 days before the date of play.

NOTE:

1st Wednesday occasionally falls prior to the General Meeting.

Monitor calendar and send sign-up information emails as needed.

- By the 10th of each month, send an email to the Newsletter editor with activity information for the following month. This must be sent in electronic form as an attachment in MS Word, a pdf document or email the complete article. 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.
- By May, decide as a group if Cribbage will continue for months of June, July and August. By May 10th, email activity information for the Summer Newsletter.
- Assemble Job Description information at the end of the New Sociables year to pass on to the next year's Activity Leader(s) and to incoming President and New Sociables webmaster, in a Word document attached to an email.