

**New Sociables
heART SPEAKS
Job Description
2024-2025**

Group Description:

heART SPEAKS recognizes that life is enriched and individuals are nourished by being surrounded by art in any form. We will offer varied opportunities be it through performance, gallery, music, or nature, and include hands on activities at times.

Activity Leader's Responsibilities:

The heART Speaks activity leader will develop and maintain an email list which will also be used for summer activities and 'need to know' emails.. If the group leader needs support in orchestrating an event she may ask for assistance in areas such as taking reservations, handling money, communication, signup sheets, or newsletter publications.

Planning the event:

heART SPEAKS will aim for 8 events a year between September and May, with option to add more and include summer events. Meeting time is Third Friday AM with flexibility for events that cannot be scheduled at that time. If necessary to change an event day, it will be done so as to make the least impact on any other activity.

A newsletter release will be sent electronically to newsnewsoc@gmail.com by the 10th of each month. This will be done electronically in a manner that requires little editing or formatting, and is ready for those who produce the newsletter. It

may include photos or graphics. Be accurate on dates and locations. Reservation directions and any admission costs need to be included.

Leader will prepare signup sheets for general meetings. Participants will be asked to provide name, contact information, and will be asked to notify the leader if she needs to cancel. Leader will collect fees when needed, via mail, electronic payment and manage reservations.

During the general meeting, the activity leader may verbally present the event, reservation directions, and refer members to the newsletter as well as the signup table. All members are welcome.

Group leader will communicate via email and/or newsletter the location for carpooling and time of departure. It is customary that carpoolers help pay for gas, and pay for parking. The driver need not contribute to the parking fee. For events requiring reservations, tickets, payment, a final email reviewing details is prudent.

Dining will be at the discretion of those attending.

Following the event:

The group leader may post an event photo on the New Sociables FaceBook page. This is a private group.

It is suggested that the leader record attendees for each event, for the purpose of future development.