

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

1. The Service Activity Leader coordinates opportunities for New Sociables members to volunteer as a group at Feed My Starving Children, 990 Lone Oak Road, Eagan MN.
2. Monthly packing sessions are booked through the link at [www.fmssc.org](http://www.fmssc.org), the website for Feed My Starving Children. Sessions are usually booked for the 2<sup>nd</sup> Monday of the month, preferably the 9:00 to 10:45 time slot. Participation may vary; when reserving slots it has generally been sufficient to initially reserve space for 15 to 20 volunteers. This number may be modified.
3. Information publicizing the specifics of the monthly activity is submitted to the newsletter editor each month. This should include details about the upcoming opportunity for service. It should also include information about the previous packing session (number participating, number of boxes and how many meals they represent, and the number of children fed from the food that was packed.)

The 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](mailto: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](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 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.

4. An email list of all potential volunteers should be created.
5. The Service Activity Leader should be prepared to speak about the activity as well as provide a sign-up sheet at each General Meeting.
6. Five to seven days prior to the packing sessions – typically Thursday prior to the scheduled Monday packing session – the leader should send a reminder email to the entire list; it is very common for plans to change. Once the reminder has been sent and cancellations or additions are known, the leader then registers the names of those volunteering. Again, this is fluid and can be modified even after registration.
7. Because we work together with other volunteer groups, family members and friends can be invited to participate alongside New Sociables members. The Service Activity Leader registers both New Sociables members and non-member volunteers.
8. Leader(s) are expected to keep this description up to date, and to provide both **hard copy** and electronic copy to the President, as well as to their Activity successor. The President provides the information to the New Sociables Board as well as maintaining it for reference.