

## DIXIE SOCIAL CLUB

### **JOB DESCRIPTION FOR:**

#### **SPECIAL INTEREST GROUP (SIG) LEADER**

Once a special interest group is approved by the board, the SIG coordinator appoints a SIG leader for that group and assigns a day and time for the Group. When a group is established, replacements to the SIG leader position may be made by the members of the group or by the SIG coordinator. The SIG Coordinator must be notified by the Group if changes are made. The SIG coordinator notifies the board whenever there is a change in the SIG leader.

#### **SIG Leader**

A special interest group leader, called a SIG leader, is responsible for overseeing and coordinating an approved special interest group. SIG groups usually meet at least once a month, on a routine basis. SIG leaders are allowed discretion regarding the specifics of and the coordination of the activity, but all decisions and actions must be in compliance with and consistent with the purpose and mission statement of the Club, as stated in the club's bylaws. The activity must be led consistent with the description of the activity as approved by the board, must be open to all members of the club equally without discrimination and cannot result in a financial profit for the leader or for the club. The SIG leader schedules hosts for the activity, provides the newsletter editor or other designee the activity information each month on a timely basis, ensures hosts have all they need to effectively host the activity, attends the activity as his/her schedule allows, and resolves or seeks resolution for issues that may come up during or related to the activity. Leaders are asked to notify the board's SIG Coordinator of any issues or concerns that may need the board's attention. This includes changes to the calendar. The SIG Coordinator must be made aware of event calendar changes whether temporary or permanent.