



**Moon Valley**  
**Women's Club**

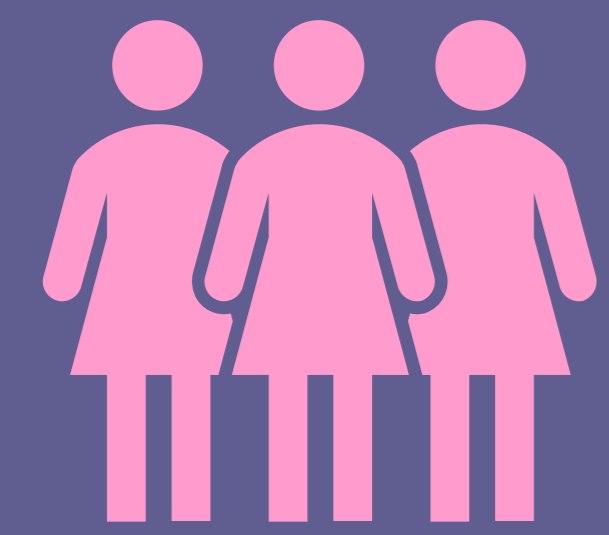
**Activity Group Leader Handbook**

# Activity Group Leader Handbook



MVWC

We are so glad to have you as an activity group leader, our club wouldn't be the same without your efforts and your efforts and time spent leading our groups! Within this document you will find the following:



Slide 3: Creating an Activity Group



Slide 4: Organizing and running your group



Slide 5: Reporting about your group



# Creating a new Activity Group



Any active member in good standing can create an activity group. We recommend following these steps to get steps to get your activity group off to a good start.

1. Create a name and description for your group. In your description of the group, make sure it is clear to prospective participants what the group is, frequency and timing of meeting and any other expectations for group members. Think about whether your group will have a maximum number of members who can join. If hosting is expected out of group members, be sure to communicate that. Use the group questionnaire guide on slide 6
2. Check with Board members or Records coordinator for time conflicts and awareness to the new group. We try our best not to overlap with group activity times to allow members to participate in as many group activities as possible
3. Submit your group idea and details to the board (Email: [Moonvalleywomensclub@gmail.com](mailto:Moonvalleywomensclub@gmail.com))





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# Organize and Manage your group

- Obtain activity group members from the Records chair
- Create a distribution list or group and method of communication (Email, Text, eVite, Teamer, etc.). If you need technical assistance, email [moonvalleywomensclub@gmail.com](mailto:moonvalleywomensclub@gmail.com) and a member will be assigned to assist you
- Introduce yourself to your group members
- “Set the Stage” by sharing the frequency and time of meetings, ask for hosts
- Set expectations with members, this could include rotating hosting responsibilities
- Communicate early and often about group activities, be sure to use the Blind copy function (BCC) to limit the volume of replies that members will receive
- Ask for RSVPs to get a count on participation
- Ask for a co-host, someone that can be your backup if needed
- Gather suggestions from group members about activities, events, locations, etc.
- Communicate a carpool plan if applicable
- At the beginning of events, it is a best practice to use the time to communicate any upcoming MVWC events, luncheons, fundraisers or other notables
- Finally, please share pictures, group overviews or event details to the Facebook page and to the Newsletter editor
- If you are having trouble with a specific participant that is non-responsive or some other issue, it is okay to remove them from the group. We suggest discussing this with them first



# Reporting about your group



Our club is successful thanks to all the activity groups that foster relationships and community involvement. Our members love to read about and see updates from the activity groups within the Echo newsletter. As an activity group leader, it is your responsibility to provide updates to the editor of the newsletter.

- Please remember to take pictures of your group during activities, you can even nominate a photographer or solicit a group member to be responsible for this
- Newsletter articles or pictures can be shared with either the Newsletter editor or the Facebook admin, or both
- The more that we can celebrate our events and relationships, the more connected our members will feel

# New group guide



Use the following questionnaire to document the details of your group to share with members

Activity Group Logistics	Response
<b>Please provide a robust description of your group that includes some of these details below. Make sure that new members would understand what your group is about prior to signing up</b>	
What time of day will your group normally meet? (Morning, afternoon, evening) Please provide 2 options for potential meeting times	
What day of the week will your group meet? Please provide 2 options for potential meeting times	
What time of the month or what frequency will your group meet?	
Does your group have a limitation on members or can it be an open group? If yes, please include the maximum number of members your group can have	
Will your group require hosting at member's homes?	
Does your group require hosting or co-hosting in member homes? Any expectations of the host, such as light refreshments, dinner, etc?	
Does your group require a certain skill or level of play or activity? (i.e. no beginners)	