

**REDDING NEWCOMERS & FRIENDS
ACTIVITIES CHAIRPERSONS DESCRIPTIONS**

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THE REDDING NEWCOMERS AND FRIENDS CLUB
BOOK EXCHANGE CHAIRPERSON

The Book Exchange Chairperson is a volunteer position for the purpose of encouraging Club members to participate in a lending library for books.

The chairperson will act as librarian in that she will set-up a display area at the General Meeting. She will also transport the books to and from the meeting facility.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB
BOOK REVIEW CHAIRPERSON

The Book Review Chairperson is a volunteer position for the purpose of encouraging Club members to participate in an informal gathering to critique the book selection of the month.

Leadership Duties:

- Notify membership of the book selection, the review date, and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a reservation sign-up sheet.
- Attend the Board meetings and monthly Coffees.

SPECIAL NOTES:

1. The group may schedule dark months as directed by the chairperson.
2. This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB BRIDGE CHAIRPERSON

The Bridge Chairperson is a volunteer position for the purpose of encouraging active members to participate in card playing groups. Meeting times and location of play are scheduled throughout the month.

Leadership Duties:

- Explain money collection and payout to be at the discretion of each chairperson.
- Maintain a roster.
- Maintain a roster of all subs who are not playing and new members who may like to play Bridge.
- **Periodically verify the *Welcome Mat* calendar for correct days and times.**
- Attend Board meetings and monthly Coffees.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB
BUNCO CHAIRPERSON

The Bunco Chairperson is a volunteer position for the purpose of encouraging active members to participate in a dice playing game. This group meets on a specified Monday at a location (restaurant) agreed upon by the group. Lunch time and bunco play is determined by the group.

Leadership Duties:

- **Reservations are required with a maximum of 24 players.**
- Maintain a roster of subs or beginners who are interested in the game.
- Maintain a list of new members who may like to play Bunco.
- **Periodically verify the *Welcome Mat* calendar for the correct days and times.**
- Attend Board meetings and monthly Coffees.

SPECIAL NOTES:

1. This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB
CREATIVE YOU CHAIRPERSON

The Creative You Chairperson is a volunteer position for the purpose of encouraging active members to explore decorating themes via field trips, guest speakers, demonstrations, and member presentations. Other topics could include fashion, how to care for your skin, and physical fitness. Appropriate crafts are other fields of interest.

Leadership Duties:

- Select the activity and date/time.
- Scheduled event information should be published in the *Welcome Mat* along with a reservations telephone number. **It is the responsibility of the chairperson to provide the editor such details by the Thursday prior to the Extended Board meeting.**
- Maintain a list of topics for future reference.
- Attend Board meetings and monthly Coffees.

SPECIAL NOTES:

This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
HAND AND FOOT CHAIRPERSON

The Hand and Foot Chairperson is a volunteer position for the purpose of encouraging active members to participate in a fun and non-stressful card-playing group.

Leadership Duties:

- Reservations are required. Interested players may call the designated phone number listed in the Newcomer monthly newsletter.
- Ensure that facility is set up prior to player's arrival.
- **Provide the editor of the Welcome Mat with detailed information for the month by the Thursday prior to the Extended Board meeting.**
- **Periodically verify the Welcome Mat calendar for correct day and time.**
- Keep communication open between yourself and your co-chairperson.
- Attend board meetings and monthly new members coffee.
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Special Notes:

This group may have up to two co-chairpersons.

May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB
KITCHEN KAPERS CHAIRPERSON

The Kitchen Kapers Chairperson is a volunteer position for the purpose of encouraging active members to participate in a food related function, to enjoy food preparation demonstrations, food tasting experiences or special event productions. Meeting time is the second Tuesday of each month.

Leadership Duties:

- Select the activity for each month.
- Scheduled event information should be published in the *Welcome Mat* along with a reservations telephone number. **Provide the editor such details by the Thursday prior to the Extended Board meeting.**
- Maintain a list of subject matter and activities for the year.
- Attend Board meetings and monthly Coffees.

SPECIAL NOTES:

This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB
LADIES ONLY DINE OUT CHAIRPERSON

The Ladies Only Dine Out Chairperson is a volunteer position for the purpose of encouraging Club members to participate in a social function, usually the second Wednesday of each month, to enjoy a dinner prepared by a local eating establishment.

Leadership Duties:

- Notify membership of the dinner date and meeting time, the restaurant particulars and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a reservation sign-up sheet.
- Maintain a sign-in sheet for each Ladies Dine Out event.
- Payment of Ladies Only Dine Out charges: Each diner is responsible for payment of her meal.
- Attend Board meetings and the monthly Coffees.

SPECIAL NOTES:

1. This group may have a co-chairperson.
2. The group may schedule dark months as directed by the chairpersons.

Revised May 2023

THE NEWCOMERS AND FRIENDS CLUB **LUNCHEON PARTY CHAIRPERSON**

The Luncheon Party Chairperson is a volunteer position for the purpose of encouraging active members to participate in a social gathering, usually the fourth Tuesday of each month, to enjoy a luncheon prepared by other members.

Leadership Duties:

- The chairperson is responsible for maintaining a sign-up list for a hostess along with three cooks for each Luncheon Party.
 - Hostess: provides the home, eating utensils, tableware (china, paper, or plastic) and beverages. The selection of beverages is at the hostess' discretion, and she will not be reimbursed for any costs incurred from those choices.
 - Cooks: provide the food that is prepared in advance and ready-to-serve. Cooks are also responsible for the luncheon clean up.
 - Chair and co-chair may assist as servers.
- Maintain reservation sign-up sheet.
- Maintain sign-in sheet for each Luncheon Party and file in Leadership Book.
- Table seating is assigned at time of payment by a random drawing of a number that links to a pre-numbered place setting at each table.
- Guests will contribute an equal share of the cost based upon the receipts submitted, not to exceed \$15 each. However, the hostess and cooks are exempt from the cost of the meal. The money collected will then be distributed to the cooks so that they may be reimbursed for their portion of the cost of the meal. No Show Charge of price of lunch may apply, if appropriate or a member may be placed on a list and not allowed to attend for three months. This is unfortunate but there is usually a waiting list of women that would like to attend. The current Chairpersons may decide how they would like to handle this situation.
- Scheduled luncheon dates should be published in the *Welcome Mat*, and **it is the responsibility of the chairperson to provide the editor such details by the Thursday prior to the Extended Board meeting.**
- Attend Board meetings and the monthly Coffee.

SPECIAL NOTES:

1. The November luncheon is dark.
2. This group should have a co-chairperson.
3. The Leadership Book is for the convenience of the chairperson and may include lists and the like; however, prior to a change of leadership for the Luncheon Party, please tidy the folder contents.

Revised May 2023

THE NEWCOMERS & FRIENDS CLUB **MATINEE & CRITIQUE CHAIRPERSON**

The Matinee & Critique Chairperson is a volunteer position whose purpose is to coordinate those ladies who desire to view a movie at a local theatre and share the experience in the company of other members.

Duties Include:

- Maintain a telephone tree.
 - Chairperson selects a few ladies to be Captains.
 - Member wishing to view a movie calls chairperson to establish date, time and location.
 - Chairperson will call her Captains with all of the details and they will then call the ladies on their lists.
 - Maintain a sign-in sheet of each movie event and file in the Leadership Book.
- Attend Board meetings (optional) and the monthly Coffee (suggested).

SPECIAL NOTES:

1. This group may also have a co-chairperson.
2. The Leadership Book is for the convenience of the chairperson and may include lists and the like; however, prior to a change of leadership for the Matinee & Critique Chairperson, please tidy the folder contents.

Revised May 2010

THE REDDING NEWCOMERS AND FRIENDS CLUB
MEXICAN TRAIN CHAIRPERSON

The Mexican Train Chairperson is a volunteer position for the purpose of encouraging active members to participate in a fun non-stressful domino game. Meeting time is the first Tuesday of each month.

Leadership Duties:

- Notify membership of the date and time Mexican Train meets and provide a contact telephone number for reservations via the *Welcome Mat*.
- Maintain a sign-in sheet for each Mexican Train event.
- **Provide the Editor with details by the Thursday prior to the Extended Board meeting.**
- Hostess will determine the number of players by the area and number of tables she is able to provide.
- Hostess provides beverage selection, no snacks preferred.
- The game is played for fun; no money is exchanged.
- New players are given instructions upon beginning of play.
- Each table has a number; players draw a number for seating assignment.
- Attend Board meetings and monthly Coffees.

SPECIAL NOTES:

This group has a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
NEEDLENUTS CHAIRPERSON

The Needlenuts Chairperson is a volunteer position whose purpose is to coordinate those ladies who enjoy sharing needlecraft projects in an informal gathering, usually the third Wednesday of each month. This group is open to all needlecraft art forms without regard to the level of expertise. Needlenuts encourage interested parties to make use of the various talents and instructional abilities of its members.

Duties Include:

- Notify membership of the date, meeting place and time and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a list of special activities or interests that might be helpful.
- Attend Board meetings and the monthly Coffees.

SPECIAL NOTES:

This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
OUT TO LUNCH BUNCH CHAIRPERSON

The Out To Lunch Bunch Chairperson is a volunteer position for the purpose of encouraging Club members to participate in a social function, usually the fourth Friday of each month, to enjoy a luncheon prepared by a local eating establishment.

Leadership Duties:

- Notify membership of the luncheon date, the restaurant particulars and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a reservation sign-up sheet.
- Maintain a sign-in sheet at each Out to Lunch Bunch event.
- Maintain a list of the restaurants reserved during the year.
- Attend the Board meetings and monthly Coffees.

SPECIAL NOTES:

1. The group may schedule dark months as directed by the chairperson.
2. This group may also have a co-chairperson.

Revised May 2023

THE NEWCOMERS & FRIENDS CLUB
OUTDOOR ADVENTURES CHAIRPERSON

The Outdoor Adventures Chairperson is a volunteer position for the purpose of encouraging active members to participate in an outside adventure.

Generally, activities are held on the third Friday of the month with times established by the time of year and the participants. It depends on what you are doing and where you are going.

Leadership Responsibilities:

- Select the monthly activity.
- **Provide all details to the *Welcome Mat* editor by the Thursday prior to the Extended Board meeting including conditions and/or special requirements.**
- Organize carpooling as necessary. Riders may reimburse the driver for expenses.
- A listing of various activities should be included for future reference.
- Attend Board meetings (optional) and the monthly Coffee (suggested).

Rules for Activities:

- No one walks alone. In case of injury, two or more walkers remain with the injured person while the others seek help.
- Activities should be planned that would be comfortable for all participants.
- Each participant is responsible for providing her own supplies whether a lunch, snack, water, sunscreen, etc.
- Appropriate clothing and shoes are required.
- Be alert on the trails; notice trail conditions, weather, terrain and wildlife.

SPECIAL NOTE:

1. This group may also have a co-chairperson.
2. The Leadership Book is for the convenience of the chairperson and may include lists and the like; however, prior to a change of leadership for this group, please tidy the folder contents.

Revised May 2023

Pick of the Vine (Redding Newcomer's Wine Tasting)

The Wine Tasting Chairperson is a volunteer position for the purpose of organizing a wine tasting event, usually in a member's home. The group might also meet at local public wine-tasting venues. The group samples different wines to be selected by the hostess and/or attendees, enjoys appetizers and conversation.

1. The event is held the third Wednesday of the month.
2. Spouses and guests are invited to attend.
3. Schedule "Pick of the Vine" wine tasting at Newcomer member's home who previously volunteered to host that month's or choose a local venue.
4. Publish and promote the event in the *Welcome Mat*, coordinating details about the type of wine being tasted, the time and any space limitations with the hostess. List the name and phone number of the person to be contacted who will keep track of people planning to attend.
5. Attendees are asked to bring appetizers to share.
6. The chair checks with the hostess the week before to ascertain any special needs for supplies, including wine glasses.
7. Chairs and co-chairs attend event to coordinate and help the hostess, making sure each person attending signs in. Collect all receipts for purchase of the wine. Compute the individual cost of wine tasting by dividing the total spent by the number of attendees, then collect the money.
8. The hostess may decide to have the attendees bring wine to share for tasting. There would be no tasting fee.
9. After everyone has tasted the various kinds of wine, they may have more of whatever is left over.
10. When the wine and food is gone, the event ends, usually about 2 hours later.

The chair and co-chair are asked to attend Board meetings (optional) and monthly New Member Coffees (suggested)

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
PINOCHLE CHAIRPERSON

The Pinochle Chairperson is a volunteer position for the purpose of encouraging active members to participate in card playing groups. Meeting times and location of play are scheduled throughout the month.

Leadership Duties:

- Explain money collection and payout to be at the discretion of each chairperson
- Maintain a roster.
- Maintain a roster of all subs who are not playing and new members who may like to play Pinochle.
- **Periodically verify the *Welcome Mat* calendar for correct days and times.**
- Attend Board meetings and monthly Coffees.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
QUILT N FRIENDS CHAIRPERSON

The Quilt 'N' Friends Chairperson is a volunteer position whose purpose is to coordinate those ladies who enjoy sharing quilting projects in an informal gathering, usually the second Friday of each month. This group is open to all quilters without regard to the level of expertise. Quilt 'N' Friends encourage interested parties to make use of the various talents and instructional abilities of its members.

Duties Include:

- Notify membership of the date, meeting place and time and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a list of activities and field trips that may be helpful to future Chairpersons.
- Attend Board meetings and the monthly Coffee.

SPECIAL NOTES:

This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
REDD THUMB GARDENING CHAIRPERSON

The Redd Thumb Gardening Chairperson is a volunteer position for the purpose of encouraging Club members to participate in a social function, usually the first Thursday of each month, to enjoy a gardening related activity.

Leadership Duties:

- Notify membership of the gardening date, the activity particulars and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a reservation sign-up sheet.
- Maintain a list of activities or field trip locations to help Chairpersons in the future.
- Field trips to local gardens, nurseries, and businesses may be planned.
- Attend the Board meetings and monthly Coffees.

SPECIAL NOTES:

1. The group may schedule dark months as directed by the chairperson.
2. This group may also have a co-chairperson.

Revised May 2023

THE REDDING NEWCOMERS & FRIENDS CLUB
SECRET PAL CHAIRPERSON

The Secret Pal Chairperson is a volunteer position whose purpose is to coordinate those ladies who desire to be a source of encouragement to another participant within the program. A participant may bestow a gift, greeting card or perform a random act of kindness, always namelessly. Information, volunteered via a fact sheet and completed by each participant, is exchanged. Pal assignments are secretly appointed by the chairperson.

Duties Include:

- Maintain a roster of group members.
- Exchange fact sheet between partners.
- Provide Secret Pal box at September General Meeting for sign up forms..
- Plan May luncheon for opportunity to reveal Secret Pal identities.
- Attend Board meetings and the monthly Coffee.

SPECIAL NOTES:

1. This group may also have a co-chairperson.
2. The group is dark June, July and August.

Revised May 2023

THE REDDING NEWCOMERS AND FRIENDS CLUB WHY COOK TONIGHT?

The Why Cook Tonight Chairperson is a volunteer position for the purpose of encouraging Club members to participate in a dining experience at a local eating establishment. This activity is open to a Club member, her spouse or friend. The date is determined by the availability of the restaurant (Third Thursday of the month).

Leadership Duties:

- Notify membership of the dinner date and meeting time, the restaurant particulars and provide a contact telephone number and address for reservations via the *Welcome Mat*. **Send the editor details by the Thursday prior to the Extended Board meeting.**
- Maintain a reservation sign-up sheet.
- Maintain a sign-in sheet at each Why Cook Tonight event.
- Payment of charges: Each member is responsible for her bill.
- Attend Board meetings and the monthly Coffee.

SPECIAL NOTES:

1. This group does have a co-chairperson.
2. The group may schedule dark months as directed by the chairpersons.

Revised April 2023

THE REDDING NEWCOMERS & FRIENDS CLUB WRITERS CHAIRPERSON

The Writers Chairperson is a volunteer position for the purpose of encouraging Club members to participate in an informal gathering, the third Monday of each month, to pen memoirs, stories or topics of interest. This activity is open to all members without regard to level of expertise.

Leadership Duties:

- Group selects a topic in advance of the meeting date. Stories, written and verbal, are then shared at each meeting.
- Notify membership of the topic selection, the meeting date and provide a contact telephone number for reservations via the *Welcome Mat*. **Provide the editor with details by the Thursday prior to the Extended Board meeting.**
- Maintain a list of topics to help future Chairpersons.
- Attend the Board meeting and monthly Coffee.

SPECIAL NOTES:

1. The group is dark July and August.
2. This group may also have a co-chairperson.

Revised May 2023