

## **ROLE and RESPONSIBILITIES: Interest Area Coordinators**

As an Interest Area Coordinator, you are requested to do the following:

**Recruit** and encourage new facilitators and new interest groups through networking, following leads, and responding to suggestions made to the Program Committee.

**Develop** new interest groups making use of and referring facilitators to the various forms, guidelines, policies and list of responsibilities provided in **PROCEDURES**.

**Contact Operations** to make room bookings.

operations@calgarylifelonglearners.ca

\*\* (See Venue Booking Guidelines and Venue Booking Form below.) This is also where you request AV Support.

**Wait** until venue for meetings has been confirmed before advertising the Interest Group.

**Contact** the webteam to **post** information on the CALL website about each interest group or speaker series in your area. Regularly update information as required including the status of registration - for example "Full with waiting list" or any change in dates.

**Oversee** existing interest groups in their interest area portfolios by maintaining regular contact with Interest Group Facilitators in order to:

- advise facilitators and help with any issues that might arise in their groups:
- direct them to resources available on the website
- monitor their membership numbers, assessing the possible need to create a wait list or add another group
- recognize changes in focus/format within groups as they evolve
- assess the continuing viability of groups

**Attend** Program Committee meetings and report on the status of your interest groups, including any problems faced, new ideas, successes, etc.

**Promote** your interest area by attending CALL Cafés and making announcements about developments in your interest area as appropriate, and encourage Interest Group Facilitators to do so as well. Encourage members both to sign up for interest groups and to propose new interest groups.

**Monitor** CALL webmail.easymail inbox for your program area.

**Remind** facilitators to check the names of registrants in their interest group against the current membership list on the webpage.

**Maintain** (with the help of Facilitators) a list of people who are not able to register in an interest group and try to develop alternatives. Report the information to the Program Committee as requested.

\*\* See the document “**Setting Up a Group Wait List** “ below for more information.

**Communicate** the following CALL emergency and general safety procedures to facilitators.

**Emergency Procedure:**

- If someone becomes seriously ill or injured during a meeting, **call 911 and follow the emergency operator’s instructions**
- Do **not** drive the person to the hospital
- Know the address of the venue and location within the building
- Send someone to clear the way for first responders to reach the individual

**General Safety:**

- At the first meeting of an interest group point out the location of washrooms, emergency exits and the building’s muster point, if known. Be sure to inform any new member who joins the group later.
- At Speaker Series gatherings where the audience can vary each time, point out the location of washrooms and emergency exits at each meeting.
- In order to avoid possible accidents be aware of potential slipping or tripping or other hazards and take all reasonable precautions to prevent accidents from happening.
- Do not ask people to move or lift heavy items and permit them to self-identify as being capable of doing this type of work.

Revised September 2019