

UCLARA Interest Group Start-up Guide

1. Contact Maggie McGinley Interest Group chair
email: maggiemcg@mac.com
2. Write a proposal to describe the interest group and submit it to Maggie, Interest group chair, for review and approval by the Board.
3. The following information would be needed for the proposal.
 - a. Purpose of the interest group
 - b. Frequency and duration of meeting.
 - c. Time of the meeting
 - d. Location
(We may be able to help find a meeting space if need be)
 - e. Number of people that this interest group can accommodate
4. Responsibilities of the interest group coordinator
 - a. Write up a small announcement about the new interest group for inclusion in the UCLARA newsletter, "Connections".
 - b. Coordinate the interest group meetings with the members, i.e. send out reminders, relevant information, coordinate refreshments if needed, etc.
 - c. Keep track of participating interest group members. Submit the list of participants to the Interest group chair once a year to verify UCLARA membership. Non-UCLARA members can try out the interest group but if they want to continue with the group they must become a UCLARA member