

General Convenor Guidelines

Updated August 2024

The following are basic guidelines to assist all convenors of London Newcomers Club activities. Each activity may have a few additional responsibilities that are particular to that specific activity.

New Activities

1. Identify the week and day of the month on which you feel the new activity can take place. Please reference the monthly calendar which can be found on the website or in the monthly newsletter.
2. Contact the Convenors Coordinator to confirm/set the final date.

Note: Most activities run from September to June but there are some that run year-round and/or seasonally.

Scheduling

Plan your activities two months in advance to ensure there are no conflicts with holidays, socials, and other activities.

1. Ensure that the date for the activity is not a holiday. If it is, determine if the activity should proceed, be moved to a different week or day, or be cancelled.
2. Do not schedule your activity on the day of a social. The Executive generally provides one to two months' notice of an upcoming social.
3. If you are scheduling events that have variable dates, please check what else is on that day as we try not to have too many activities on the same day.
4. Arrange the hostess or venue for your activity and any other requirements specific to that activity. For popular activities, two or three hostesses may be required on the same day.
5. Determine with the hostess or venue how many members can be accommodated at that session.
6. Where appropriate, ensure that the hostess understands the type and number of light refreshments she should provide to attendees.

Note 1: Hostesses should be encouraged to keep refreshments to a minimum. For example, water, tea and coffee. Snacks are optional and at their discretion. Provide your hostesses with the hostess guidelines.

Note 2: The convenor may be required to find a second hostess on short notice if an activity reaches capacity and there are multiple names on the waiting list. The current hostess should contact the activity convenor to advise her of this situation as soon as possible.

If this is a regular occurrence, the activity convenor will track the size of the wait list from month to month and apprise the Convenors Coordinator if there continues to be several women who cannot be accommodated each month.

Convenor Substitution

There may be instances when a convenor has a scheduled absence (i.e. vacation, surgery etc). If feasible, find a substitute convenor to fill in for you instead of canceling the activity. Provide your temporary replacement with guidance on how to convene the activity and how to manage the communication to the members. They should include in their communication that they are filling in for the regular convenor.

Convenor Attendance

1. Attend the monthly activity you convene as often as possible.
2. Meet and greet members as they arrive or arrange for the hostess to do so.
3. Encourage members to wear their name tags for the sake of newer members.
4. Thank the hostess and presenter (if appropriate).

Monthly Newsletter

1. E-mail your activity write up to the Newsletter Coordinator by the 10th of each month. To include:
 - a. Date
 - b. Location
 - c. Hostess (if appropriate)
 - d. Contact information for RSVPs
 - e. Maximum capacity (if applicable)

Note: Please ensure the information you send in is accurate. Having to send out corrections after the initial newsletter goes out can cause confusion.

New Members

The Convenors Coordinator will advise convenors of new members that wish to participate in their activities. If you have been notified you are to:

1. Contact the new member to welcome her to the club.
2. Provide information about the next session of the activity.
3. Advise her that attendance is “first come, first served” and encourage her to sign up early.
4. When a new member first attends the activity, provide a warm welcome and introduce her to the other members who are present.

Membership Verification

1. Check the list of attendees who have signed up against the membership list.
2. Reach out to the Convenors Coordinator or Membership Coordinator if they are not on the list as they may have joined after the previous list was sent out.

Photos

We are always looking for new photos for our website. If you get some good pictures, please send them to the Convenors Coordinator or the President. Make sure the ladies give their verbal permission for their picture to be posted online.

Serious Injury Reporting Form

The Convenors' Coordinator sends the form to all activity convenors annually, or when a new activity starts up. Activity convenors are to send the form to their hostesses.

If a member or guest is injured at an activity, the activity convenor or hostess must complete the form and send to the Convenors Coordinator. This will then be sent to the President of the LNC.

This form gives us a detailed account of what transpired during the incident. It serves as an official record for future reference if needed. It is also helpful in understanding any patterns of accidents should they occur.

Note: If an accident occurs at a third-party facility (i.e. golf course, restaurant etc), you must inform their management.

Stepping Down as Convenor

When stepping down as activity convenor, try to identify a member from within the group that would be willing to take over the role. Reach out to the Convenors Coordinator for assistance.

Conduct a transition meeting with the new person. This could be done in person or by phone. Provide them with instructions on the role, key learnings, tips and tricks.