

Duties of the TBQ Guild Friendship Group Chair

The Friendship Group Chair:

- contacts the individual friendship groups periodically for updates on their activities
- writes a short article monthly for the Website
- if requested to do so, arranges for a friendship group to be “in the spotlight” at TBQ general meetings
- coordinates these ‘in the spotlight’ introductions with the Executive Committee and Program Chair
- may ask to visit certain groups to update their information and to take photos to share in the monthly newsletter
- submits completed ‘Request for Reimbursement’ forms, along with the receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Chair should keep a record of income and expenses for the year-end report to the President