

## **Job Description Activities Committee**

The Prairie Club (Club) is a non-profit, volunteer organization founded in 1908. A critical element of the Club's success over its 100+ year history has been the willingness of its members to volunteer for the various officer, director and committee positions necessary to achieve the Club's operational success in a cost effective manner. The Prairie Club greatly appreciates the willingness of its members to serve in those various capacities and whose volunteer spirit makes The Prairie Club the club it is today.

### **Purpose**

The Activities Committee designs new activities and support traditional activities that can be offered to the general membership, e.g., bus trips, cruises, nature hikes, walks, kayaking, and bike tours. The Prairie Club must continue to demonstrate the value of the Prairie Club membership in order to attract new members and retain the current membership. The purpose of the Prairie Club Activities Committee is to be responsible for evaluating current membership activities that members have the opportunity to participate in for possible enhancement as well as the development and activation of new activities that can possibly be offered to the membership. The Committee should develop ideas and concepts that it believes should be initiated by the Prairie Club and make recommendations to the Prairie Club Board of Directors for possible implementation. The Activities Committee will work closely with the Membership and Publications Committees as well as other appropriate groups at the Prairie Club, Camp Hazelhurst and Spring Grove.

### **Committee Membership**

The Activities Committee shall have a chairperson and a minimum of three to five members so that the Committee has a fairly diverse interest and experience level that can objectively provide advice on the needs and desire of the membership.

### **Responsibilities**

The following are general suggestions on how the Committee can operate:

- Review the minutes of past planning sessions and surveys to the membership to determine what has been learned about present programs, as well as prior suggestions on new activities
- On an annual basis, consider developing a membership survey to seek input on the value of current activities as well as potential ideas for new activities that would appeal to the membership
- Recommendations should be presented to the Prairie Club Board of Directors for approval and any needed funding.
- The Committee Chair should prepare and make reports as requested to the Prairie Club Board of Directors concerning the activities of the group at regularly scheduled Board of Director meetings.

Updated: January 2021