



## Activities Descriptions

Activities Committee - The committee meets twice a year to schedule a monthly activity. One to two people coordinate each activity.

Board Member - A member of the Board of Directors is elected at the annual meeting and serves for a 3-year term. All board members should be personally committed to the mission of the organization, willing to volunteer sufficient time and resources to help achieve the mission of the organization and understand and fulfill their fiduciary responsibilities.

Facebook Coordinator – This person posts information about the club’s activities at least twice a month.

Website Coordinator - The Website Coordinator reviews the website for accuracy and sends updates to the web master as requested.

Financial Review - An audit of FFGDM’s financial records is conducted annually by two people assigned by the President.

Journey Director - The Journey Director secures journeys for the club by working with FFI and other clubs, selects who will lead journeys with the approval of the President, and organizes Journey Coordinator training or mentoring.

Membership Committee - The committee has 3 individual aspects: Member Retention, New Member Welcome, and Membership Development.

Newsletter Committee - The committee seeks articles and creates a newsletter of club activities 6 times a year.

Photography Committee – A committee member takes photos at club activities and forwards them to the appropriate person. The club maintains a list of 3 to 4 photographers so one is available at all activities.

Help at Activities – Help with tasks at meetings or events such as check in, set up room, greet people, clean up, etc.

Outbound Journey activities:

Journey Coordinator aka Ambassador Coordinator - The Ambassador Coordinator organizes all aspects of an outbound journey. Training is available.

Inbound Journey activities:

Journey Coordinator aka Host Coordinator - The Host Coordinator organizes an inbound journey with the assistance of the Journey Planning Team.

Journey Planning Team – The team who plans the details of the journey under the direction of the Host Coordinator.

Home Host – Volunteers who invite ambassadors into their homes, providing bed and breakfast, and their time.

Small Dinner Host – Members who host a small dinner of 6-8 including Ambassadors and Home Hosts.

Day Host - Members who host ambassadors for the day when the Home Host is not available.

Welcome or Farewell Party - Volunteers for tasks associated with the Welcome Party or Farewell Party.