

Basic Procedure for Volunteer Book Club Leaders

12-10-18

- 1) Determine the book you want to read.
- 2) Decide if you want to hold the meeting at the clubhouse or at another location. The clubhouse has been only reserved for the listed dates. If you are changing the date and/or time and you want to use the clubhouse, you need to check to see if the clubhouse is available.
- 3) Notify the members via email about 5 or 6 weeks ahead, so they can obtain the book and read it.
- 4) Remind the members via email about the Book Club meeting and any details (like bringing food) about 2 to 3 weeks and a couple days ahead of the meeting.
- 5) Develop some questions for discussion or find them on-line (some books have an associated list of questions for book clubs to use).
- 6) Enjoy the Book Club meeting and discussion!

Note: The Education Chair will also publish periodic updates about the list of selected books and leaders, so let me know the title and author when you decide on a book.