D.C. AREA PHI BETA KAPPA ASSOCIATION

Book Club Chair Position Description

Basics
- Selection Process: Elected
- Executive Committee? Yes
- Voting Rights? Yes
- Estimated Time Commitment: 5 hours/month
- Core Responsibilities:
  - Organize, host, and lead book club meetings for average group size of 10-15 members
  - Contribute detailed blurbs to the monthly newsletter
- Administrative Email: Bookclub@dcpbk.org

Responsibilities:

Abide by the Board Member Code of Conduct

Book Selection
- Twice a year, solicit book recommendations from all members who have attended at least one book club meeting within the past 6 months
- Send list of recommendations to the same group to vote on their top 2 choices in each category (fiction, nonfiction, classic texts)
- Analyze results to compile selections for the next six months of 2 titles from each category
- Send final list of selections to the same group

Discussion Facilitation
- Draft discussion questions specific to each book to pose to inspire participation
- Write detailed newsletter blurbs each month to drive interest in book club
- Plan/organize at least 1 meeting per month (plus 4 mid-month bonus meetings)
  - Zoom
    - Within 1 week of previous meeting:
      - create Zoom meeting link
      - create event on MembershipWorks with zoom link
      - send email to all members who have attended at least one book club meeting within the last six months to notify them of upcoming meeting
    - Manage meeting RSVPs
    - Send follow-up email at least 3 days prior to meeting to confirm attendance
  - In-Person

Book Club Chair Position Description

- Within 1 week of previous meeting:
    - make reservations for a group of 6-12 at a restaurant/meeting location of your choice (downtown Foggy Bottom area typically preferred as it is located close to multiple subway lines)
    - create event on MembershipWorks
    - send email to all members who have attended at least one book club meeting within the last six months to notify them of upcoming meeting
- Manage meeting RSVPs
- Send follow-up email at least 3 days prior to meeting to confirm attendance