**Position Description for Members of the:**

**Reading Group Committee**

Submitted to: Cheri Parnham on May 13, 2013

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**Rutherford CABLE**

**Reading Group Committee**

**Position Requirements**

*Summary of Position*

A member of the Reading Group Committee organizes regular, informal events to allow for Rutherford CABLE members to discuss books and other reading materials relevant to the membership. Attendance at the event is free, but each participant may opt to purchase the reading materials. The Reading Group Committee is a sub-group of the Networking Committee. The following outlines specific positions within the Reading Group Committee.

1. **Job Title:** Chair of the Reading Group Committee.

*Job Description:*

* Participates voluntarily to work for the Reading Group Committee.
* Finds reading materials to consider needs of the Reading Groups for the event.
* Reads reading materials (articles, books, blogs, online resources etc.) to decide its appropriation for the Reading Group.
* Writes a proposal on the reading material with its significance to the Reading Group to submit it to the Networking Chair for board approval.
* Determine the date and time to hold the Reading Group Session
* Identifies a Host for the Reading Group Session
* Acts as a discussion leader in the reading events.
* Prepares questions to facilitate the discussion.
* Leads the discussion to cover the major points of the reading material.
* Asks questions to the participants in the reading event.
* Summarizes main points of the book.
* Gives recognition to the sponsors of the event.

1. **Job Title:** Host

*Job description:*

* Assists the discussion leader in the reading group event.
* Greets the members and guests when they arrive in absence of the chair or the networking committee.

1. **Job Title:** Reading Group Members

*Job Description:*

* Familiarize with some of the reading material prior to the event.
* Pay annual dues to be or remain as a member of Rutherford CABLE.
* Join the reading group any time.
* Register for the reading event. (preferred)
* Feel free to bring guests to the reading event.

**Committee Description Updated:** 11/19/12