

Fact Sheet #1: The Role of the Book Club Coordinator



Below are some tasks that may be performed by the Club Coordinator.

(These tasks may be delegated to other club members, however, it is probably best that one designated person acts as library liaison.)

- Sign up for a Book Club Co-ordinator card and keep contact information up to date
- Maintain Book Club membership list
- Maintain list of books read
- Make copy of Club rules available to all members
- Book venue (if required)
- Check availability of book selection (one week prior to collection)
- Collect Book Club Set from library
- Return *complete* Book Club Set to library by due date
- Maintain order at meetings
- Lead discussion at meetings - this role may be rotated amongst members.

