



To new members – How to make the most of your membership

Welcome to the IWC Gothenburg! We would like to encourage you to be an active club member, participate in various programmes and get acquainted with many members.

1) BULLETIN

You will get a Bulletin each month from September to May, either online or as a hard copy (your choice) with **information about the month's programmes. You are welcome to join every activity** – e.g. luncheons, book club meetings, language practices, mahjong, the month's special social programmes, charity get-togethers, home movie night, etc. The Calendar at the end of the Bulletin will help you to plan your participation.

As a member: To join an activity, all you have to do is to follow the instructions in the Bulletin, and **sign up with the contact person in good time**. Please respect the deadlines, for it will help the organizers' work. Keep the bulletin at easy reach throughout the month so you can check the dates, addresses, contact persons etc.

2) MESSAGE SERVICE

Information and messages from the organizers are given primarily by the Bulletin and additionally by emails via the **Message Service**, which is managed by two of the board members. You will get **mails** about programmes that are not in the Bulletin, and sometimes reminders to sign up for an activity.

As a member: you will get the all the messages by email, but remember that **you cannot answer the Message Service by pressing "Reply"**. It won't reach the organizers. If you wish to answer to the message or sign up to a programme, **you have to mail the contact person**, as advised in the message.

3) THE BOARD

The **IWC is based on the members' voluntary work**. There is a **Board**, led by a president where 8 members share the organization tasks: membership, charity, treasurer, social activities, hostess for the monthly luncheons, a luncheon programme organizer, a secretary and a bulletin editor. You will find a list on the last page of each Bulletin. The Board meets once a month, usually before the Tuesday's luncheon. The board members are elected once a year, in May. The ambition is always to have some new members on the Board each year.

As a member, you are welcome – indeed, encouraged - to serve on the board for a time. Since the tasks are divided between the board members, the work load is not heavy, and the members always help out each other. You are also **welcome to contact any board member** with questions and suggestions.

4) SOCIAL PROGRAMMES and CHARITIES

The IWC's **programmes and charities are based on the member's interests and initiative**. There are several programmes that have been going on for many years, others are one-time activities.

As a member, you are welcome to participate in social programmes and encouraged **to initiate new activities**, come with suggestions, share your interests with other members. Do it by contacting the Social Activity Chair or the Charity Chair.

5) THE HOME PAGE www.iwcgothenburg.com

On the home page you can read more about the IWC, its activities, history, contacts abroad, old bulletins etc. The **Members Area on the IWC home page** is open only for members. The **Membership list** in the Members Area is open for all members for they have the right to know who are in the Club. But it is open **only for members**.

As a member, you will get a **password** to the Members Area each year. Please **handle it with discretion**. It is not allowed to give access to the Members' Area or to the Membership list to outsiders.

6) THE FACEBOOK

The IWC **Facebook** page is only for members and made available when access is requested. All posting on the IWC's **Facebook** site is subject to approval by the admin. Posts may not be commercial, political or religious as per the IWC constitution. Please **do not take and publish photos of members without asking their permission** first.

Any questions? You are welcome to turn to one of the board members!