

# Neighborhood Group Leader

**This is not a CAB position.**

The position description is included here for the reader's convenience.

Neighborhood group leaders may be selected by common consent of the group, elected by the neighborhood group, or volunteer, depending on the group and the traditions of the chapter. This position does not have a term limit, except as stated in a particular chapter's standing rules.

Leadership responsibilities may be shared, and a committee formed within the neighborhood group as outlined below. Responsibilities of neighborhood group leaders are to:

- Preside at neighborhood group meetings to maximize enjoyment and learning experiences.
- Guide the group in planning neighborhood group programs.
- May occasionally present a program to the group.
- Involve guests and new members in the meeting and ASG.
- Handle group dynamics to allow all members to be heard, to be shown respect, and to enjoy the meeting.
- Be responsible for the logistics of the meeting, such as meeting location, with help from the whole group.
- Be responsible for the group's petty cash fund, if it has one.
- Function as the liaison between the neighborhood group and the CAB, through the neighborhood group coordinator, if the chapter has filled this position.
- Attend neighborhood group leaders' meetings.
- Submit information concerning the neighborhood group's activities and schedule to the newsletter editor in a timely manner.
- Announce chapter functions at each meeting and encourage participation in chapter events and leadership.
- Serve as an ASG contact person for interested new members and guests.
- Maintain and update lists of current neighborhood attendees and provide these lists to the next group leaders.
- May form committees within the neighborhood group to:
  - Form car pools for chapter events or neighborhood group meetings.
  - Secure publicity for neighborhood group meetings in local mass media and retail stores.
  - Provide refreshments, if the group wants to do that.
  - Plan and work on neighborhood community service projects.

## ***Associated Topics and Information***

- Neighborhood Group Leader's Guide* is downloadable from the Leadership Area of the ASG Web site at [www.asg.org](http://www.asg.org).
- Neighborhood Group Policy, on page 4-11.
- "Neighborhood Group Coordinator," on page 8-20.
- Neighborhood Group Coordinator's Guide* is downloadable from the Leadership Area of the ASG Web site at [www.asg.org](http://www.asg.org).