



REUNION GROUP CHAIR

As a member of the Board of Directors of the Denton Area Emmaus Community the Reunion Group Chairperson is responsible for contacting Reunion Group contact persons (as listed on the website and in the IMS database) and insuring that Reunion Group information is updated on the website and in IMS, based on information provided via those contacts and those communications. The Reunion Group chair should be able to create a list of current reunion groups for use during follow-up and other related activities. The Reunion Group chair should be willing to make contact by any necessary means to obtain updated information for the reunion groups.

Responsibilities:

- Contact reunion group contact persons to continue follow-up on reunion group meeting times and names.
- Create lists of reunion groups for use during follow-up and other related activities.
- Submit any updates to the technology chair to update Reunion Group information in the IMS database and on the website, www.dentonemmaus.org.
- Support new pilgrims in their search for a Reunion Group and assist as possible in placing them into a group or forming their own.

Characteristics:

- Good verbal and communication skills, including face to face, email, text messaging and telephonic.
- Good skills in recording, tabulating and organizing information that respondents provide via face to face conversations, email, text messaging or telephone.
- Good time management and prioritization skills.

Created by Glen Bottoms, December 2017