

**LCV  
AAUW Interest Group Position**

**Mahjong Chair**

**Interest Group**

**Appointed without term limits.**

**Responsibilities (Ongoing/monthly)**

- 1. Maintains Mahjongg group membership list.**
- 2. Schedules monthly games** including host, date, location, and time.
- 3. Publicizes event information** on LCV website calendar and newsletter.
- 4. Emails members** with meeting details and request members inform the host if they will be attending.
- 5. Encourages Mahjongg membership.** Arranges game training for new players.
- 6. Orders Mahjongg cards** annually for group members.
- 7. Reports out at AAUW meetings** as requested.

**Mahjongg Schedule:** Second Tuesday of every month at 12:30 PM (except for July and August).

**Event Host:**

- 1. Opens their home** for Mahjongg play. One to three tables are required based on attendance. Players may be requested to bring a card table and/or additional Mahjong sets as needed.
- 2. Serves a small snack or dessert** and, and a beverage.