

## **Social Events Coordinator**

The Social Coordinator is responsible for 2 annual events:

- 1) Spring Fling (takes approx. 30 hrs)
- 2) Annual Summer Picnic (takes approx. 40 hrs)

The position responsibilities include, but are not limited to:

- Planning Club's *Annual* Social Events
- Selection and acquisition of dates, locations and vendors for each event
- Reserving parks/locations for events
- Coordinating RSVPs
- Coordinating duties for volunteers
- Recruiting committee members and delegating tasks
- Holding Planning Meetings prior to each event
- Submitting to the newsletter editor by the newsletter deadline all articles, advertisements and all other pertinent information and synopsis regarding social events
- Publicize all social events on club chat, club board, and at every general meeting and/or any other club related event you attend
- Plan/Delegate budget for each event. Submit budgets to the treasurer and co-directors
- Purchase, borrow or rent necessary items for each event
- Attend general and board meetings on a regular basis

Revised 07-30-06

Number of Coordinators = 2

Time Involved = See Above

Active Position = Yes