

Social Chair

TERM: One (1) year; appointed by the Director of Member Engagement and approved by the Executive Board; non-voting member of the Board.

PURPOSE: To plan and implement regular social and networking opportunities for members and non-members interested in joining.

COMMITTEE: A part of the Membership Committee (Board Member Responsible for Committee: Director of Member Engagement (ED-Elect))

DUTIES:

Throughout the Year

- Create calendar of events for socials.
- Develop electronic communication announcing social and provide to Director of Communication for review prior to sending.
- Attend all social events and welcome members.
- Provide disposable name tags for attendees.
- Document the event (via photos) and send to the Media Chair to promote event's success.
- Report to the Director of Member Engagement how the social activity went (number of attendees, any interesting comments/ideas to share, etc).
- Seek prior approval for all costs associated with social events from the Executive Board. Maintain and submit all required receipts to Director of Finance.
- Prepare a report for the Executive Board on potential improvements to social and networking opportunities before end of fiscal year or prior to the incoming/outgoing Board meeting.