



JOB DESCRIPTION

Title: Social Chair and Meeting Planner Chair
Member: Membership Council

Goal: To make all arrangements for general meetings and to organize social events with Member Liaison Chair

Duties:

- Reserve locations for general meetings and social events
- Design, plan, set-up and coordinate member programming at every general meeting and social event (icebreakers, networking opportunities, social opportunities, etc.)
- Organize and send out invitations to social events with Communications VP
- Plans for audiovisual equipment, delivery of handouts, sign-in tables, and refreshments for general meetings
- Help Coordinate the general meetings with President and Training and Education Chair
- When necessary, responsible for additional event planning and arrangements
- Attend all Membership Council meetings and reports to Membership VP
- Maintains budget and submits reimbursement requests within a timely manner
- Returns empty pop cans from headquarters for deposit return. Counts each single register tape and cashes it in

Time Involvement:

- General meetings once a month
- Social events
- Membership Council meetings
- Contact via phone and e-mail with President, Membership VP and community contacts can take 3 hours a month
- Shopping and set-up approximately 2 hours per month

Experience:

Would suggest this position for a member who has strong organizational, communication, event planning and people skills. Familiarity with Western New York is a plus.