

# **PALISADES WOMEN'S CLUB JOB DESCRIPTION**

Updated January 2018

## **SOCIAL CHAIR**

Performs duties as prescribed under The Palisades Women's Club Bylaws, Article V, section 3, ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

## INTRODUCTION

The Social Chair is responsible for planning PWC social events and working with members of the Social Committee. May appoint a vice chair and/or one or more assistants.

## MAJOR DUTIES AND RESPONSIBILITIES

### **Ongoing**

- Attends all General and Executive Board meetings.
- Requests volunteers from the membership to serve on the Social Committee.
- Meets with Events Planner at the Palisades Country Club when events are to be held on site. Confirms available dates, requests any setup needs, and coordinates decoration schedules.
- Creates email blasts (use pdf format) to promote and inform members of all social events. These will be sent out by the Corresponding Secretary.
- Keeps a record of expenses and funds taken in for any social events.
- Works within the allotted yearly budget.
- Turns in all expense receipts to the Treasurer.

### **June-August**

- Works with President, Vice-President and Service Chair to set all event dates, and plan and coordinate themes to avoid replication. Social events will generally be the August Social, the Holiday Party, the End of Year Party and approximately 3-4 of the monthly meetings. "Extra" events are flexible and can be planned at the discretion of the Social Chair and her committee.
- Meets with the Social Committee to brainstorm and begin planning of the events for the year.
- Plans the August Social with the help of her the committee.
- Designs and prints invitations. Hands over invitations to Welcome Chair by early August to distribute.

## **September-December**

- Presents an overview of Social events for the year at the September meeting.
- Depending on coordination with Service Chair, provides a program or speaker for a meeting during the fall (Is responsible for menus for monthly meetings.).
- Works with committee to plan the Holiday party in December.
- Leads any “extra” events that have been planned.

## **January-April**

- Depending on coordination with Service Chair, provides a program or speaker for a meeting during the winter/spring.
- Leads any “extra” events that have been planned.

## **May**

- Plans End of Year Party, to be held in mid-May, with the help her Committee. (This is traditionally a co-ed event.)