

## PROBUS CLUB OF DURHAM WEST

### SOCIAL CHAIR ROLE – UPDATED MAY 2023

#### SOCIAL CHAIR – 2023 role description in detail

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- **In January**, prepare a "tentative" event calendar for the upcoming year, e.g. Christmas lunch, theatre shows, day trips etc.
- Seek membership input for event ideas (suggestion box at General meetings)
- Form a committee of volunteers to help with the organization of monthly social events.
- With the help of Social Volunteer Committee, decide on events to offer membership.
- Prepare a budget for each event. The budget should include any and all expenses for each event (e.g. any venue costs, transportation plus driver tip, and meals when applicable)
- Announce upcoming events and costs to membership at monthly General meetings.
- Registration and payment for most Social events will be done through Wild Apricot.
- Solicit input from membership through quarterly surveys to determine what type of social event and/or trips are of interest.
- Keep the Newsletter Editor and Webmaster informed of events for inclusion in the monthly newsletters and website to help members plan well in advance to participate in the event.
- Provide report at the GMs of the success and participation in previous months events.
- Announce details of upcoming Social events at the GMs.
- Submit a brief write up and photos of events to Newsletter editor and Webmaster.
- Attend monthly Management meetings and report on feedback from membership of previous events and level interest in upcoming events.
- Early spring, look into cost of venue and meals for annual Christmas luncheon and present cost to Management Team for possible subsidy by club to reduce cost of tickets for members only. Guests always pay full costs.