

# JOB DESCRIPTION – SOCIAL CHAIR



## PRIMARY RESPONSIBILITIES

Assumes responsibility as Social Chair or designates responsibilities to committee member, including purchasing and preparing appetizers/snacks and beverages for monthly meetings, coordinating field trips, submitting receipts to Treasurer for reimbursement, and submitting report to Garden Club President.

## SPECIFIC RESPONSIBILITIES

### MONTHLY MEETING

- Receives meeting information from Garden Club President
- Purchases and/or prepares appetizers/snacks, beverages, paper plates, beverage cups, napkins, and ice for monthly meetings

### FIELD TRIPS

- Receives event date from Garden Club President
- Communicates with event representative to obtain specifics, including date, time allotment, cost, reservation deadline, etc.
- Forwards event information, including contact information for ticket sales, date and time to Media Chair for flyer preparation and posting, informational emails to members, Facebook posting, website posting, and Chamber notification
- Provides final count to event representative and reviews other specifics, as required
- Prepares wrist bands or tickets and distributes to participants

### ADMINISTRATIVE DUTES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits report (May through September) to Garden Club President