

PPC SOCIAL COMMITTEE CHAIRPERSON

JOB DESCRIPTION

Must have a solid knowledge of computer skills and ability to send/receive e- mails.

Duties:

1. Recruit members to the social committee.
2. Prepare a budget listing proposed social events and submit it to the Treasurer at the beginning of each season for approval.
3. Prepare and submit to the Executive, for approval, a report which outlines the proposed event, advertising plans, dates and times of the event, at least two months prior to a planned event.
4. Coordinate with the Website Administrator to ensure social events are posted on the PPC website.
5. Receive email notifications when members sign-up for social events via the PPC website.
6. View/print list of social event participants who signed up via the PPC website.
7. After an event, submit a financial report to the Treasurer. This should include all receipts for that event.
8. Organize and host social events for the club.
9. Coordinate with the PPC Treasurer to reconcile event fees received via paper cheques and PayPal.
10. Specific functions of Social Committee
 - a. Host and provide food and beverages at potluck dinners, BBQ, and any other events as directed by the board.
 - b. Coordinate and set up facilities for social functions.