MPWGA
Board Position Job Description

Reviewed: February 2019

Position: Social Chair

Purpose:
The Social Chair arranges the meals for the various social events for the membership, including coordination with the Special Events Chair.

Essential Functions:

1. Function as the primary interface with the Food & Beverage staff in arranging meals, seating, and decorations for the membership's business luncheons, awards luncheons, and various dinners.

2. Work with the Special Events Chair and the Tournament Chair(s) for each event to establish the menu, decorations, and costs.

3. Coordinate with the Webmasters and the Vice President to ensure information regarding upcoming business luncheons is communicated to the membership in a timely manner.

4. Coordinate financial transactions with the Treasurer and the Food & Beverage staff.

5. Work with the Food & Beverage staff to get the upcoming year's planned events on their calendar.

6. Maintain an inventory spreadsheet of decoration supplies for events.

7. Actively participate in the annual budget process and maintain accountability for actual expenses associated with this position.

8. Train the person who succeeds you in this position.