

## **Socials Chair Job Description**

The Social Chair is responsible for menus, decorations, and door prizes for monthly ROSC social events and for making appropriate arrangements with venues regarding those functions. The Social Coordinator reports to the First Vice President.

### **BOARD REQUIREMENTS**

- Acceptance of a Board position indicates a commitment to attend ROSC Board Meetings, Committee Meetings for which this position is required, Socials and all other ROSC sponsored functions.
- Inform the First Vice President if unable to attend a Board meeting.
- No more than two unrepresented absences at Board meetings.
- Prepare a written monthly report summarizing what happened during the month and presents bookkeepers financial report.
- At the March Board meeting, presents a projected budget for the upcoming year.
- Maintain a binder as outlined in the Board Procedures.
- Contact successor and coordinate respective duties and responsibilities to ensure an efficient transition prior to Joint Board meeting.

### **RESPONSIBILITIES**

1. Coordinate all ROSC socials.
2. Prepare a list of socials for the year. Meet with the First Vice President over the summer months to review programs so that the President can approve by the first social of the board year.
3. Plan for the first function to offer many “sign-up” tables for ROSC activities and volunteer opportunities.
4. Give information about the function décor, theme, colors, to the Publicity chairperson so they can create the monthly function advertisement. Also provide this information to the Reservations chair so they can create the evite invitation.
5. Socials:
  - a) Work with the First Vice President and President on the agenda for each function.
  - b) Prepare a “Prayer” or “thought of the day” to be recited before the meal.
  - c) Either prepare a script for someone to serve as “Master/Mistress of Ceremonies” or be prepared to speak yourself.
6. Purchase the door prizes for each month’s function (optional). Determine how they will be awarded (i.e., name tag drawing, short game, etc.).
7. Purchase and organize BINGO/BUNCO supplies, prizes. BINGO cards are in the storage room at the Thrift Shop.

8. Keep an “after action” log about the monthly functions, noting positives and things to change for next year. Submit with monthly board report and copy and print to put into hard copied programs binder.
9. If hosting a speaker or special guest:
  - a) Coordinate the meal for guest to be charged to “programs.”
  - b) Provide biographies or program information to the Publicity Chairmen in advance for publication.
  - c) Provide escort for speakers and guests who do not have access to RAFB. Meet them at the visitor's center if necessary. If they are to drive on base, they will need their Driver's license, car registration and proof of insurance. You will need your military ID card. Easiest way is for them to ride with you. Then they just show their ID to the gate guard also when driving through.
  - d) Provide a proper introduction for the speaker and guests prior to the presentation. Coordinate this with the President.
  - e) If a speaker fee or honorarium is required, make arrangements with the Social Treasurer to have the check available for presenting following the presentation.
  - f) Write a thank you note on behalf of the ROSC (secretary might be able to help with this).
10. Following the ROSC Elections, all outgoing Officers and Standing Committee Chairs will contact their successors and coordinate their respective duties and responsibilities to ensure efficient transition. This shall be done prior to the Joint Board meeting. All Board members will be required to attend and remain at the Joint meeting and give all paperwork, notebooks and any additional materials to their successors at this meeting.

Last update February 2019