

SKIWI Ski and Social Club

Social Chairperson

1. SOCIAL PLANNING MEETINGS – Hold approximately two social planning meetings per year. Generally, meetings should be planned to schedule events that will take place three to five months in the future.
2. SOCIAL EVENTS – Reserve the social event with a Skiwi check from the Treasurer, if necessary, and find someone to manage and run (host) the event. If you cannot find someone else, you will be responsible. Distribute a trip folder and all contents to the trip leader along with a copy of all details of the trip. Social Chairperson will retain the originals. Trip folder not required for No-Load events.
3. ACTIVITIES CALENDAR – Should be updated monthly, or as needed, and submitted to the Editors (web site, Facebook, Meetup and Constant Contact by email and with the word Publicity in the Subject line) no later than the Monday after the General Meeting. Calendar should be distributed by posting on the skiwiskiclub.com calendar page.
 - a. The Social Committee generally produces, with the assistance of the event leader, all fliers for social events. This arrangement results in consistent, professionally produced fliers.
 - b. Communicate these activities and events to, the MDSC Representative at the beginning of each month or as updated.
4. GENERAL MEETING – You or your designate must attend and speak at every General Meeting about past and upcoming social events. The person who is in charge of the event normally gives all the specific details. If you or your designate cannot attend the General Meeting, inform the Skiwi President.
5. BOARD MEETING – You, or designate committee member, is to be prepared to inform the board members on the status of the past and upcoming social activities at the Board Meeting. If you are uncertain about a possible future event, discuss it with the board members to reach a majority decision. In most cases, the Social Committee should make all decisions about an event.

Revised November 2019 (S. Fralowicz)