

Social Events Coordinator

Position Description

Overview

The role of the Social Events Coordinator is to monitor the activities lists, send reminders to activity hosts, and assist activity hosts with communication / messaging as needed.

Responsibilities

- Designates Activity Hosts from the membership for each event throughout the year. (Monthly club dinners and activities)
- Educate the activity hosts on their responsibilities as hosts.
- Monitor any date changes that may occur.
- Provide regular updates to the executive board.
- Enlists the help of the membership as needed.
- Announces upcoming social events and reviews events from the past month at the monthly membership meetings or delegates same to the event host.

Skills/Abilities Required

- Planning skills, including attention to detail
- Effective written and verbal communication skills, including speaking in front of groups
- Ability to be open-minded to suggestions

Effective 1/1/2021