



Social Events Coordinator Position Description

Overview

The role of the Social Events Coordinator is to ensure that there are hosts for the monthly dinners and events of the Club. This includes monitoring the activities lists, sending 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).
- Educates the activity hosts on their responsibilities as hosts.
- Monitors 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
- Proficient on Word and email
- Ability to be open-minded to suggestions