

Activities Committee Director Job Description and Guidelines 11/9/22

Purpose: To plan programs, speakers, and social activities that follow the regular monthly business meeting, and to plan and organize social gatherings outside the monthly meetings. This committee serves to maintain and increase member involvement. It also serves to foster fun and friendship among members.

Responsibilities:

- Solicits member volunteers to assist in planning activities and socials.
- Solicits program and social ideas from the general membership, and presents ideas to the board for approval.
- Considers presenting a variety of different speakers/social activities at meetings to attract the greatest number of members. Works with committee members to settle on activities and programs that would appeal to the general membership.
- Oversees contacting speakers and scheduling of activities.
- Assures the purchase and presentation of gift or payment to speaker.
- Annual Activities and Socials include: Installation of Officers Luncheon in May, the Christmas Party in December, and the Ice Cream Social in the spring.
- Reports monthly in writing directly to the President.

Skills Required: Team building; communication, planning and organizational skills.

Note: Anything political in nature is inappropriate.
