

## **Activities Committee (updated 01-16-24 ct)**

### **Activities Committee Director Job Description**

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

**Note:** The responsibilities of the Activities Director may be shared between a Programs Co-director and a Socials Co-director. Both Co-directors may attend Board meetings, but the Activities Committee is allotted only one vote. Co-directors are expected to coordinate efforts and shall submit a joint monthly report directly to the President.

#### **Responsibilities:**

- Solicits member volunteers to assist in planning and organizing Programs and Socials.
- Solicits ideas for Programs and Socials from the general membership, and presents ideas to the board for approval.
- Considers presenting a variety of different Program speakers/activities at meetings and a variety of Socials that would appeal to the general membership and attract the greatest number of members.
- Oversees contacting speakers and scheduling of activities.
- Assures the purchase and presentation of gift or payment to the Program speaker.
- Annual Activities and Socials include Installation of Officers Luncheon in May and the Holiday Luncheon in December.
- Reports monthly in writing directly to the President.

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

**Note:** Anything political in nature is inappropriate.