Activities Committee Director Job Description
(updated 2/12/2025 by ct)

Purpose: To ensure that after-meeting and off-site activities are organized and managed. This committee serves to maintain and increase member involvement. It also serves to foster fun and friendship among members.

Responsibilities:

- Oversees and manages the following subcommittees: Programs, Socials, and Community Outreach.
- Provides anticipated fundraising expenses associated with the upcoming Programs, Socials, and Community Outreach projects to the Treasurer prior to the Finance Committee Meeting in June for inclusion in the budget and attends the Finance Committee Meeting.
- Receives monthly updates from each subcommittee and emails a consolidated monthly report to the President.
- Occasionally meets with all subcommittees and provides insight and oversight on their activities.
- With Board assistance, seeks Chairs for the above subcommittees when necessary.ك
- Provides information when necessary to the Communications Director for all completed events for publication on the MPWC blog, Facebook page, and in *The Magnolia News.*
- Attends Board and general MPWC meetings.
- Ensures that pictures are taken at each activity and reminds the Subcommittee Chairs to take pictures of the respective events that they may attend. These include all MPWC activities.

Skills Required: Committee coordination; word processing computer capability; composing and editing skills; communications skills.

Note: Anything political in nature is inappropriate.

Community Outreach Subcommittee Chair Job Description (03-09-2024 lb/jm)
Activities Committee

Purpose: To seek out projects and partnerships within the community that will render a helping hand to the public beyond MPWC's regular projects. The intent is to build goodwill with other non-profits and thus positively impact as many lives as possible. In addition, this subcommittee provides added short term volunteer opportunities within the community for our members such sorting clothing at the Orange Park Clothes Closet or walking in the Breast Cancer Walk for a few hours. Some members cannot or prefer not to make a long-term commitment but are happy to participate in the short term.

Responsibilities:

- May solicit member volunteers to form a subcommittee to assist in planning and organizing various outreach events throughout the year.
- Solicits ideas for outreach activities from the general membership and presents ideas to the Activities Director for approval.
- Organizes projects on a calendar with all other MPWC projects to avoid conflict with other committee efforts.
- Plans projects that lend more emphasis to volunteerism and non-monetary donations and less to financial contributions, although it does not restrict the team from soliciting monetary pledges.

- Plans several donation events and community designated activities for the participation of the MPWC members. A couple examples could be the Salvation Army's bell-ringing project during a week in November or the collection of blankets for a nursing home in January.
- Oversees the organization and management of outreach events, including researching and contacting necessary groups/organizations, payment of fees (if any), and the organization of transportation, if needed, to off-site venues.
- May not include anything political in nature.
- Together with the Communications Director writes articles for *The Magnolia News* about the activities and takes photos for the MPWC Facebook Page and Website.
- Emails a consolidated monthly report to the Activities Director.
- May occasionally meet with the Activities Director to provide insight and oversight on planned and prospective activities.
- Attends general meetings.

Skills Required: Committee coordination; organizational skills; word processing computer capability; composing and editing skills; communications skills.

Programs Subcommittee Chair Job Description (03-09-2024 lb/ct)

Activities Committee

Purpose: To plan and organize informative, educational speakers and activities to follow the general business meeting each month. This subcommittee serves to increase interest and stimulate membership.

Responsibilities:

- May solicit member volunteers to form a subcommittee to assist in planning and organizing after-meeting speakers and other informative activities.
- Solicits program ideas from the general membership and presents ideas to the Activities Director who in turn seeks approval from the Board of Directors.
- Considers presenting a variety of different speakers/activities at meetings to attract the greatest number of members and works with subcommittee members (if any) to settle on programs and activities that would appeal to the general membership.
- Oversees contacting and scheduling speakers.
- Coordinates efforts with the Socials Subcommittee Chair to ensure an activity of some kind after each general meeting.
- Ensures the purchase and presentation of a gift or payment to the speaker.
- Excludes the May Installation of Officers, the Holiday Luncheon in December, and the presentation of scholarships in June each year
- May not include anything political in nature.
- Emails a consolidated monthly report to the Activities Director for Board approval.
- May occasionally meet with the Activities Director to provide insight and oversight on planned and prospective activities.
- Attends general meetings.

Skills Required: Committee coordination; word processing computer capability; composing and editing skills; communications skills.

Socials Subcommittee Chair Job Description (03-09-2024 lb/ct/hd)

Activities Committee

Purpose: To promote and plan after-meeting and off-site social activities to foster friendships and encourage members to be involved in MPWC.

Responsibilities:

- May solicit member volunteers to form a subcommittee to assist in planning and organizing various social after-meeting and off-site social events throughout the year.
- Solicits ideas for social activities and outings from the general membership and presents ideas to the Activities Director who in turn seeks approval from the Board of Directors.
- Considers a variety of different social events, both after-meeting and off-site, to attract the greatest number of members. Such social events may include members, potential members, and their families.
- Oversees the organization of off-site social events, including researching and contacting venues, payment of fees (if any), and the organization of transportation, if needed.
- Coordinates efforts with the Programs Subcommittee Chair to ensure an activity of some kind after each general meeting.
- Plans and organizes the MPWC Installation of Officers Luncheon in May and the Holiday Luncheon in December.
- Other social events may include but are not limited to the following:
    - Bingo or Trivia after the business meeting
    - Family picnic
    - Ice cream social
    - Cooking classes
    - Sports events
    - Potluck dinners
    - Dinner-dance at MPGCC
    - Sunset Cruise in St. Augustine
    - Day trips and theater shows
- May not include anything political in nature.
- Emails a consolidated monthly report to the Activities Director.
- May occasionally meet with the Activities Director to provide insight and oversight on planned and prospective activities.
- Attends general meetings.

Skills Required: Committee coordination; word processing computer capability; composing and editing skills; communications skills.