

Greater San Jose Chapter Operating Guide

**Social Events Chair**

***Updated: 02/12/19***

**Purpose Scope Objective:**

The purpose of the Social Events Chair is to coordinate and facilitate member social events to welcome members and introduce them to other members, along with Executive Committee members, in a social setting. This will promote better networking of members, an opportunity for new members to learn more about the Chapter and allow the Executive Committee members to gain insight into what our members want.

**Roles and Responsibilities:**

The Social Events Chair will work to develop a group or committee to assist in the development and execution of the ideas for social events.

The Social Events Chair will share details of planned activities, (date, time, location, activity, expected costs, list of those invited, etc.) with the Executive Committee for consent and approval of funds to support each event.

Three of the top key elements to success of this Executive Committee position include:

➢ Continually plays down egos, even when engaged in passionate discussions and decisions

➢ Contribute significant voluntary time and effort to make the Chapter successful

➢ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

**Procedures:**

The Social Events Chair will host social events through out the year for in various areas of the

Chapter membership area. The events will be at a facility that will provide the appropriate amenities and atmosphere for socializing and networking.

The details of the planned events will be shared with the Executive Committee and the expenses for these events will be approved by the Executive Committee in advance.

Other social event planning opportunities may include working with the Program Chair and WISE Chair to provide community outreach events, tours, holiday events or other types of meetings outside of the technical topic meetings.

**Resources:**

Executive Committee Members & Spouses

Members and guests of Chapter

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the Social Events Chair and submitted to the President-Elect at the annual transition meeting.

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