

Guidelines Social Activity Chairperson

A chairperson for each social event for the club will be selected by the Board.

1. Chairperson for each social activity will present to the Board her ideas for the Social Event including: the date, place and time. If food is included in the social, she will give the estimated cost and identify the provider. All of this information should be provided for approval to the Board 1 month prior to announcing to the membership.
2. Prior to announcing to the membership, the chairperson will select her committee and assign tasks i.e. sign up , caterer, flyers, transportation, and set up and take down. She must also follow the proper format for reserving a room as noted below.

NOTE: Most of the times when we use a room for something other than our regular meeting we request a change in room. Otherwise, we would have to pay for use of the room through Room Reservations. This change can be requested by the president only and she should be notified by the person in charge of the event as soon as possible.

3. All funds collected from the membership for the event should be given to the Treasurer in a timely manner.
4. The Chairperson will submit a Request for Check to the Treasurer for all expenses for the event.
5. The Chairperson will be responsible to publicize the event by taking Pictures and sending them to the Daily Sun, 1100 Main Street, The Villages Florida, 32159. They can also be emailed the Daily Sun at VillagesPics@gmail.com. Pictures should also be sent to the Web Master for posting.