

# Social Chair Job Description

## **Function:**

The Social Chair is the primary interface between the Club's various Committee Chairs and Country Meadows Golf Course (CMGC) restaurant and tournament managers. The Social Chair's primary function is to ensure that the club's various event dates are secured and that there is consistency in service and pricing. Except as outlined below, the responsibility for delivering individual events rests with the executive member managing the event. That person will call upon the Social Chair for assistance if restaurant services are needed.

## **General Responsibilities:**

Establish calendar of all Club events with Club Executive and book event dates with CMGC restaurant, bar and clubhouse managers.

Negotiate menus and prices with CMGC restaurant manager for the various meals required by the Club (breakfasts, lunches and dinners)

Develop Social budget for the year's various events

Ensure all facilities are provided for events, e.g. identifying golf play and catering requirements with CMGC managers and identify seating layout for major events. Arrange for the PA equipment at general meetings and luncheons. The PA equipment is currently being held by Serge Roy who will set up equipment when requested.

Inform CMGC restaurant and bar managers when hole-in-1 refreshment vouchers will be issued to club members so managers can plan accordingly.

Provide refreshments for the Executive meetings each month, to come out of club funds.

## **Events and Responsibilities:**

### **New Member meeting and lunch:**

The new member meeting and luncheon is the responsibility of the Membership Chair. The Social Chair, in concert with the Membership Chair, will liaise with CMGC restaurant manager to secure the date and time for the meeting and set the menu for lunch.

### **Opening Day breakfast, meeting and shotgun:**

In concert with the club executive the Social Chair will liaise with CMGC tournament and restaurant managers to secure the date and time for the opening day breakfast and shotgun start. Buddies will advise the scheduler of the names of members participating in golf and advise the Social Chair of the number of members attending breakfast. The Social Chair will then liaise with CMGC staff to confirm numbers attending and set the price and menu for breakfast.

## **Easter Tournament**

If a decision is made to hold an Easter Tournament, the executive will strike a volunteer committee that will report to the Club Captain. If restaurant service is needed the Social Chair will liaise with appropriate CMGC staff.

## **June golf trip**

If a decision is made to hold a June golf trip, the executive will strike a volunteer committee that will report to the Club Captain. It is not anticipated that the services of the Social Chair will be required.

## **Mid-season Dinner Dance (formerly the June Charity Ball):**

As the Mid-season Dinner Dance is a charity event, responsibility for its delivery rests with the Charity Chair. The Social Chair will work with the Charity Committee to facilitate the delivery of this event. Social responsibilities include: securing the date and time of the event, arranging for tickets and setting the price, coordinating ticket sales, arranging for music (DJ preferred) and setting the price and menu for dinner and make table assignments.

## **Mid-season shotgun and lunch:**

The mid-season lunch is the responsibility of the Social Chair. In concert with the club executive the Social Chair will liaise with CMGC tournament and restaurant managers to secure the date and time for the lunch and shotgun start. Buddies will advise the Social Chair of the number of members attending lunch. The Social Chair will then liaise with CMGC staff to confirm numbers attending and set the time, price and menu for lunch.

## **Joint Men's/Ladies golf and luncheon:**

Responsibility for this event rests with the Tournament Chair. If the services of the Social Chair are required the Tournament Chair may call upon the Social Chair for assistance in liaising with CMGC restaurant staff.

## **September Charity Tournament for Prostate Cancer Research**

As the Charity Tournament is a charity event, responsibility for its delivery rests with the Charity Chair. The Social Chair will work with the Charity Committee to facilitate the delivery of this event. Social responsibilities include: ensuring all facilities are provided for the event, e.g. securing the date and time of the event, setting the price and menu for the luncheon, assisting with table set up and arranging for the PA equipment. The PA equipment is currently being held by Serge Roy who will set up equipment when requested.

## **End of Season Annual Meeting, shotgun and lunch:**

The end of season annual meeting, shotgun and luncheon are the responsibility of the Social Chair. In concert with the club executive the Social Chair will liaise with CMGC tournament and restaurant managers to secure the date and time for the lunch and shotgun start. Buddies will advise the Social Chair of the number of members attending lunch. The Social Chair will then liaise with CMGC staff to confirm numbers attending and set the time, price and menu for lunch.

### **Christmas hamper Breakfast:**

Responsibility for delivery of this event has rested with a club member who has not reported to any Club executive member. Currently, Jim Goodison chairs a committee to deliver this program. It has been proposed that the hamper committee report to the Club Captain. If this transpires, the committee may call upon the Social Chair to provide service similar to the opening day breakfast.

### **Christmas Dinner/Dance:**

The Christmas dinner dance is the responsibility of the Social Chair. Social responsibilities include: securing the date and time of the event, arranging for tickets and setting the price, coordinating ticket sales, arranging for music (DJ preferred) and setting the price and menu for dinner and making table assignments.

### **90<sup>th</sup> birthday celebrations**

The Social Chair is responsible for 90<sup>th</sup> birthday celebrations. At the beginning of the season, the Social Chair will check with the Membership Chair for anyone celebrating a 90<sup>th</sup> birthday during the year and arrange for a birthday cake to be served at a luncheon nearest to the birthday.

## **Timeline**

### **October/November**

Working with the Club Executive, set dates for next year's various Club functions and establish calendar of events.

### **December/January:**

Arrange with CMGC tournament and restaurant managers a tournament and banquet schedule to coincide with the club's various events (new-members meeting, Opening day shotgun and breakfast, mid-season dinner-dance, mid-season shotgun and lunch, Charity Tournament, end of season shotgun/AGM/lunch, Christmas Hamper breakfast and Christmas dinner-dance).

Review and confirm various menus and meal costs with CMGC restaurant manager

Check with Membership Chair for anyone celebrating 90<sup>th</sup> birthday during the year and arrange for birthday cake on nearest luncheon to event.

### **February**

Provide service to Membership Chair for new-members meeting. Confirm date, time and menu for lunch with CMGC restaurant manager. Confirm detail 2-3 days before event.

Confirm number attending opening day breakfast from buddies.

Confirm arrangements for opening day with CMGC tournament and restaurant staff (seating, menu and costs, time of shotgun start). Reconfirm one week before the event.

Confirm all Club function dates are in the Country Meadows reservation books, both restaurant and tournament books. **This is very important.**

### **March**

Solicit proposals for music for mid-season and Christmas dinner-dances. DJ preferred. Secure DJ services and, at the event if possible, re-book for the following year.

### **May/June/July**

Form mid-season dinner-dance committee.

Set budget for mid-season dinner/dance, have tickets printed and coordinate sales.

Confirm arrangement for dinner-dance with restaurant manager and DJ. Act as Co-MC with Charity Chair for dance. Reconfirm one week before event. If possible re-book DJ for following year.

Remind executive to contact buddies for mid-season lunch.

Confirm number attending mid-season lunch.

Confirm arrangements with restaurant and tournament managers for mid-season shotgun and luncheon (number attending, seating, menu and costs). Reconfirm one week before event.

### **August**

Work with Charity Committee and CMGC Tournament manager to arrange luncheon for September Charity Golf Tournament (numbers, seating, menu and cost). Reconfirm one week before event.

### **September/October**

Remind executive to contact buddies for end of season shotgun, AGM and luncheon. Confirm arrangements with CMGC tournament and restaurant managers (seating, menu and costs). Reconfirm one week before event.

Determine budget required for the following year.

### **October/November**

Form Christmas dinner-dance committee.

Set Christmas dinner/dance budget, have tickets printed and coordinate sales.

Confirm arrangements for Christmas dinner-dance with restaurant manager and DJ. Act as Co-MC with Club Captain for dance. If possible re-book DJ for following year.