



JOB DESCRIPTION

SOCIAL COMMITTEE CHAIRPERSON

The Social Committee Chairperson is responsible for conceptualizing and organizing events at the Curling Club which are not third party rentals. The Chairperson works to help cultivate the desired social image of the Curling Club to the club members and the general public. The Chairperson may or may not be a member of the Board of Directors, and if not, reports functionally to the President. The Chairperson:

- Is a member in good standing of the Berwick Curling Club
- Uses personal creativity and feedback from Club Members to conceptualize social events at the Curling Club which are not third party rentals. Proposed events should be beneficial to the Club both from a bottom line perspective, as well as from the perspective of continuing to create a positive social image of the Curling Club within the community. Examples would be a dance party, or entertainment at a club bonspiel. Proposed events must be approved in advance by the Board of Directors.
- Works with the Club Bonspiels Coordinator to arrange for entertainment at Club bonspiels, if entertainment is desired (for example, if a DJ is desired for a dance at the Apple Spiel, the Social Committee Chairperson would be responsible for arranging the DJ, upon instruction from the Bonspiels Coordinator).
- Works with the following people, once events are approved, to ensure that events are properly organized:
 - i. Rentals Committee Chairperson...to ensure that there are no potential conflicts in the Club calendar and that appropriate time is blocked off for the event.
 - ii. Bar Manager...if the bar is needed, to ensure that appropriate staff are lined up, and if needed, the appropriate liquor licensing is acquired.
 - iii. Kitchen Committee Chairperson...if the kitchen is needed, to ensure that appropriate staff are lined up and that needs as far as kitchen services are known, understood and agreed upon.

- iv. Publicity Committee Chairperson...to ensure that the correct forms of publicity are used for the event, to achieve the desired reach to either Club members or the general public.
 - v. Bonspiels Coordinator...to ensure that agreed upon forms of entertainment are organized and secured for Club bonspiels, if necessary.
 - vi. Any other members or Committee Chairs as may be appropriate for the event.
- Seeks out 3-4 members from the Curling Club to sit on the Social Committee and leads this Committee to ensure that all above tasks are accomplished either by the chairperson or committee members.