

# **KCYM JOB DESCRIPTION SOCIAL COMMITTEE CHAIRMAN 2025-2026**

**Job Description:** She shall be responsible for all social functions of the Club.

**List of Duties:**

1. **AUTOMATIC: Chairman:** a) Social Committee
2. **AUTOMATIC COMMITTEES: Member of** a) Public Relations Committee
3. **YOUR DIRECTOR IS:** Public Relations
4. She shall attend the May, September and January Joint Board of Directors/Standing Committee Chairmen Meeting and all Business Meetings.
5. She shall prepare the schedule for social events in time for publication in the yearbook.
6. She shall appoint her own committee chairmen for each event, with the approval of the Board.
7. For all parties and entertainment held outside the Club House, she shall obtain a contract from the hotel or club and the band/DJ and submit it to the President and Director of Administration for signing (Bylaw Article V., Section 4A.-President and 4C. Director of Administration).
8. **If necessary,** she shall make the reservations for the annual Mistletoe event one year prior to the event or not later than January 15<sup>th</sup> of the current year.

**Information Pertinent to Performance of Duties:**

1. **These persons are automatically on the Social Committee:** Reassembly Day Tea Chairman, Mistletoe Chairman, , New Member Brunch Chairman and Installation Day Tea Chairman.

# **KCYM TIMELINE**

## **Social Committee Chairman**

### **2025-2026**

#### **April:**

- Meet with previous Social Chairman to get the Social Committee binder as well as the binders for Reassembly Day Tea, , Installation Day Tea and Mistletoe and review Working Notebook.
- E-mail each Social Committee chairperson their CCD sign-up sheets asking them to contact their committee members to confirm that they will serve on that committee. Make a list of all the committee members in alphabetical order and prepare a motion to approve the committees at the Joint Board meeting.

#### **May:**

- Attend the Joint Board of Directors meeting and review Blue Procedure Notebook (Blue Book).
- Attend Installation Day Tea.
- Attend President's Calendar meeting. Have the theme, date and location of the fall party.
- **NOTE- Fall Party and Mistletoe Party are for KCYM members and their significant others only.**

#### **June:**

- Attend the Reassembly Day Tea planning meeting.
- Distribute Reassembly Day Tea and Mistletoe Party notebooks, at least. Possibly all the notebooks.

#### **July:**

- Meet with the Chairman of the Mistletoe Event.

#### **August:**

- Distribute the binders for Reassembly Day Tea, , Installation Day Tea and Mistletoe. Make a follow-up call with the chair of the Reassembly Day Tea to make sure they are ready for the September meeting.

#### **September:**

- Attend Reassembly Day Tea. Ask the Reassembly Day Tea Chairman to write a final report which should include a budget breakdown. A copy of this report should be sent to you and the Director of Public Relations. Notes from the planning meeting(s) and the final report should be kept in the red notebook.

#### **October:**

- Attend the planning meeting of the Mistletoe Committee...be available for questions.

- Present a report on RDT at the Business meeting.

#### **November:**

- Make a follow-up call to the chairs of the Mistletoe Committee to make sure they are ready for the Holiday event.
- Attend Business meeting

#### **December:**

- Attend final meeting for the Mistletoe and help as needed. Ask the chairmen to submit their final report after the event is over.
- The report should include a budget breakdown as well as information about the venue, caterer, decorations, etc...and feedback received about the party. Work on the mid-year report to be read at the January Joint Board of Directors meeting. Include comments about all the events that have taken place to date.

#### **January:**

- Attend the Joint Board meeting and present the mid-year Social Committee report. This same report can be used (abbreviated if necessary) for the January Business meeting. Send an email to the chairs of the Reassembly Day Tea, and the Mistletoe Party arranging to pick up their binders so you have them for the chairs for the next year.
- Attend Business meeting

#### **February:**

- Plan for Club Commitment Day with the Director of Public Relations. Plan decorations for your table so that it reflects each committee i.e. Reassembly Day Tea, Mistletoe Party etc.
- Submit any necessary changes to the CCD sign-up sheets and send to President-Elect as requested.
- Attend Business meeting

#### **March:**

- Attend CCD and assist as requested by Dir. of Public Relations.
- Review job description and timeline and update as necessary. Submit to President-Elect as requested.
- Contact the Installation Day Tea committee to make sure they are getting ready to start their planning.
- Attend Business meeting and turn in Blue Book as requested by President-Elect.

#### **April:**

- Make yourself available to the Installation Day Tea committee in their preparations.
- Attend Business meeting

- Meet with successor to review job, timeline and Working Notebook.

rev: 2/2013, 3/2015, 1/17, 3/24