

Social Committee Chair
Appalachian Chapter of Central Pennsylvania
Healthcare Financial Management Association
Updated: January, 2003



BOARD LIAISON – Vice President-Member Services

GENERAL DESCRIPTION

The Social Committee is responsible for the planning and operation of the annual Chapter Golf Outing and other social events deemed appropriate.

DUTIES AND RESPONSIBILITIES OF THE COMMITTEE CHAIR

GENERAL

1. Assist in recruitment of Committee members.
2. Regularly report the status of goals and objectives and committee activities at Board meetings.
3. Maintain records, checklists and other resource information to provide for effective functioning of Committee.
4. Assist in transition of new Chairperson, as necessary.
5. Provide to the President a one-half to one page summary yearly of Committee activities, highlights and achievement of goals and objectives, by April 1st for Annual Report.
6. Provide information related to Committee activities to the newsletter.
7. Attend Board meetings and Chapter educational events whenever possible.

SPECIFIC

1. Provide Holiday Party location and events by November for Board approval.
2. Plan activities for the day of Holiday Party.
3. Negotiate with facility regarding specifics and financial arrangements.
4. Purchase, or arrange for purchase, the prizes for the day.
5. Evaluate additional types of social events to promote member social interaction.
6. Contacts assigned sponsors to promote Chapter activities and encourage continued sponsorship and maintains contact through the year as necessary.

TERM One Year