

JOB DESCRIPTION: OTYC Social Chair

Adopted: April, 2019

Reviewed: April, 2019

General Function: Establishing club summer social calendar, assisting/supporting volunteers for weekly and special events through the season. One person may hold the chair position; however, typically the Committee is co-chaired by two members. It is desirable that the co-chairs agree to a 2-year commitment in order to further, in the second year, what has been accomplished in the first year. To ensure a smooth transition, the co-chairs will identify a successor who will serve with them during their final season in preparation to assume the leadership in August. The successor will recruit his/her co-chair.

Essential Duties: January/February

1. Work on the Social Calendar
 - a. Establish activities, dates, and event chairs
 - b. Chairs are assigned to the following events:
 - i. Potluck Dinners
 - ii. Catered Dinners
 - iii. Post-Potluck Entertainment
 - iv. Memorial Day Event
 - v. Opening Dinner
 - vi. Independence Day Picnic
 - vii. Labor Day Event
 - viii. Toddy Time
 - ix. Ladies Annual Social
 - x. Ladies Lunch
 - c. Confirm event chairs are in place
2. Check with other organizations to avoid conflicting dates of activities
 - a. Omena Historical Society
 - b. Omena Woods Association
 - c. Omena Village Preservation Association
3. Keep Commodore informed of any issues, conflicts, new plans, etc.

4. Send “rough” calendar to Social Committee co-chair(s), event chairs and Commodore, checking for conflicts or issues before confirming the calendar.
5. Assign Social Committee co-chair(s) to establish a Leelanau County Area Event Calendar for the Upcoming season.
6. Review and update committee handbook, vendor list and contacts

March

1. Send approved summer Social Calendar and Leelanau County Area Event Calendar to the Breeze editor to be printed in the May Breeze. Include the flyer and registration for the Opening Dinner.
2. Send copy of Club Calendar to Peggy Donoghy, main OTYC caterer (231-590-9911) and 231-271-3687
3. Ask Potluck and Catered Dinner Chairs to begin lining up hosts for upcoming season’s potluck/catered dinner dates.

May/June

1. Contact event chairs who may need some guidance in performing their duties (Check Social Committee Handbook for details)
2. Ask Potluck and Catered Dinner chairs to finalize hosts for the upcoming season.
3. Confirm Entertainment Committee’s finalized post-potluck schedule.
4. Assign hostess for Ladies’ Annual Social get-together, held in mid-July, if no one has yet committed
5. Prepare Committee report for Annual Meeting in July

July

1. Attend Ladies’ Annual Social; gather feedback, suggestions, ideas, etc. for old and new events.
 - a. Prepare a short report to present at this get together

Throughout the summer

1. Write thankyou notes to event chairs and coordinators after the summer program has been completed
2. Make necessary changes in the Social Calendar as dates and details are confirmed
3. Make announcements at OTYC events to remind members of programs, changes in calendar, etc.

4. Keep a small supply of calendars by the Club bulletin board and post a copy on the board
5. Be available to committee/event chairs for guidance
6. Upon completion of event, collect reports from chairs to pass along to future chairs
7. Begin talking to people about volunteering to chair an event or committee next season.

Anticipated Budget Needs: Approximately \$200.00. Whereas the Social Committee does not have a formal budget, fiscal responsibility is to be practiced at all times. When outside entertainment is scheduled following a Potluck, an invitation to dinner is extended to those guests. More expensive fees will be presented to the Board for approval.

Receipts for expenditures should be labeled with the date, event title and sent to the Treasurer at PO Box #103 Omena, MI 49674 for reimbursement. Any checks received should be made out to OTYC and sent to the same address for deposit.

Contractors used to assist the Chairperson:

Other Information that might be helpful: There is a Notebook. It's well organized and complete with guidelines for all events. It would be good to have the documents/directions to hosts made available on the OTYC Website.