

## **Social Committee Member**

### **Job Description**

1. The term of service for members will normally be two years with opportunity for renewal.
2. Volunteers for the Social Committee will expect to spend up to 34 hours each year engaged in committee activity
3. Members are expected to attend a minimum of two of five Social Committee Meetings each year- usually 90 minutes each.
4. Members will decide on a chair for the Social Committee and an alternate if required.
5. The Chair may delegate a member to take minutes at meetings. Minutes should be circulated to all members as soon after the meeting as feasible, with a request for edits.
6. Members will participate in the planning and implementation of two Volunteer Appreciation Events [fall and spring]; up to three Fun Tournaments each year [spring, summer, fall] ; other club events needing assistance from the committee as approved by the board; and the AGM [spring].
7. The primary activities of the Social Committee include :
  - plan the menus for Board approved events including the AGM,
  - where required, purchase items included in any planned menus and ensure items are delivered on the day of the event to the site
  - Submit original receipts/invoices for any purchases to the Treasurer for reimbursement within 7 days of the purchase- electronic copies are acceptable to begin the process of receiving reimbursement (either cheque or e-transfer)
  - ensure necessary equipment is set up at the location of any planned events (for e.g., water cooler, coffee/tea urn, tables)
  - purchase & maintain an inventory of condiments, plates , napkins & utensils
  - prepare food and non-alcoholic beverages, where required for serving at the location of planned events (Volunteer Appreciation Events, Fun Tournaments & AGM).
8. Members will participate in the development of an Annual Workplan and Budget for presentation to the Board, annually in November

## 9. Communication

- The chair or a designate ensures that announcements and reminders are submitted for inclusion in the Newsletter to:
  - Invite volunteers to RSVP their intention of attending a Volunteer Appreciation Event to [organizedplay@pickleballstalbert.ca](mailto:organizedplay@pickleballstalbert.ca)  
(see Appendix B)
  - Ensure invitations include the date, time, and location of the Volunteer Appreciation event
- The chair or designate contacts the Membership and Volunteer Board Director through [info@pickleballstalbert.ca](mailto:info@pickleballstalbert.ca) to request access to, and receive any necessary training to monitor and respond to any RSVPs sent to [organizedplay@pickleballstalbert.ca](mailto:organizedplay@pickleballstalbert.ca) (See Appendix B)
- The chair or designate sends a list of names of volunteers who have registered for a Volunteer Appreciation Event to the President and to the Social Committee members within 7 days of the event
- The chair or designate brings a Sign Up Sheet with a list of pre-registered volunteers to the venue and makes announcements about food and any housekeeping issues (e.g.: no food or beverage on courts) at the beginning of the Volunteer Appreciation event
- The chair or a designate ensures that the Tournament Team Lead is notified about the planned menu for Fun Tournaments at least five weeks before the date of the Fun Tournament
- Within 5 days of a Fun Tournament, the Tournament Team lead or designate provides the Chair or designate of the Social Committee with the number of Tournament registrants and volunteers (not playing) for final decisions about amounts of food to be ordered can be made (where appropriate)
- The Chair or designate will submit a year-end report to the Secretary for inclusion in the AGM at least 6 weeks prior to the AGM (Appendix C)

## 10. Succession planning and recruitment

- In collaboration with the Volunteer Committee, identify strategies to recruit volunteers from membership to serve on the Social Committee.
- The chair or designate provides new members with the Social Committee's Mandate, job descriptions and the Annual Event plan and offers opportunity for clarification of roles/activities.

## Appendix A

### Example of Annual Event Plan with a Budget

Objective 5: Plan and host a volunteer appreciation event for Nov 22, 2019

Activities	Responsible	Deadline	Resources/Budget
		2019	
Five weeks prior to the event, submit initial advertisement to secretary Oct 18, 2019 with a deadline for registration Nov 15, 2019 – 4 weeks prior to deadline	Chair or designate	Oct 18	In Kind
Four weeks prior to the event, submit reminder- advertisement to secretary- Oct 25, 2019- Newsletter to members- week of Oct 28, 2019	Chair or designate	Oct 25	In Kind
Two weeks before deadline to register, submit reminder- advertisement to secretary – Nov1, 2019 for newsletter week of Nov 4, 2019	Chair or designate	Nov 1	In Kind
Contact board (President) to plan opening comments, & arrange tables are set up by janitor for food on Nov 22	Chair or designate	Nov 1	In Kind
Plan a menu (include gluten free)	At least 3 committee members	Oct 11	In Kind
Identify number of registrants and Share with committee and President	Chair or designate	Nov 18	In Kind
Purchase food, beverage, and any condiments, utensils, table covers napkins as needed and deliver to the gym \$5.00 per person and estimate of 50 members	At least 3 committee members	Nov 22	250.00
Prepare the table (food, beverage, condiments) and pack non-perishables and arrange for delivery to storage. Help president distribute/pack any food for custodial services	At least 3 committee members	Nov 22	In Kind
Submit receipts to treasurer	Chair or designate	Nov 29	In Kind

Objective 6: Volunteer Appreciation event for April 24, 2020

Activities	Responsible	Deadline	Resources/Budget
Five weeks prior to the event, submit initial advertisement to secretary Mar 20, 2020 with a deadline for registration Apr 17, 2020 –	Chair or designate	Mar 20 2020	In Kind
Four weeks prior to the event, submit reminder- advertisement to secretary- Mar 27 2020 Newsletter to members- week of Mar 31, 2019	Chair or designate	Mar 27	In Kind
Two weeks before deadline to register, submit reminder- advertisement to secretary – April 3 2020 for newsletter week of April 7 2020	Chair or designate	April 3	In Kind
Contact board (President) to plan opening comments, & arrange tables are set up by janitor for food on April 24	Chair or designate	April 3	In Kind
Plan a menu (include gluten free)	At least 3 committee members	Oct 11	In Kind
Identify number of registrants and Share with committee and President	Chair or designate	Nov 18	In Kind
Purchase food, beverage, and any condiments, utensils, table covers napkins as needed and deliver to the gym \$5.00 per person and estimate of 50 members	At least 3 committee members	April 24	250.00
Prepare the table (food, beverage, condiments) and pack non perishables and arrange for delivery to storage. Help president distribute/pack any food for custodial services	At least 3 committee members	April 24	In Kind
Submit receipts to treasurer	Chair or designate	May 1	In Kind



## Appendix B

### Announcements for Newsletter and Responses to RSVPs

Example of an Announcement for the Newsletter

#### **Volunteer Appreciation Night, November 22**

All members who have volunteered over the past year are cordially invited to the SAPC Volunteer Appreciation Night for food, non-alcoholic beverages and pickleball. This event will be held at Vital Grandin School, 6:00 PM to 9:45 PM, November 22. Efficiently planning for the volunteer appreciation event requires that we know the number of volunteers who intend to come to it. So, if you are able to join us, **please send an RSVP** to [organizedplay@pickleballstalbert.ca](mailto:organizedplay@pickleballstalbert.ca) **no later than Friday, Nov 15**, and let us know if you have any food restrictions

Example of a Response to RSVPs sent to [organizedplay@pickleballstalbert.ca](mailto:organizedplay@pickleballstalbert.ca)

Dear [     ]

Thank you for registering for the Volunteer Appreciation event.

We look forward to seeing you on [date, 6pm] at Vital Grandin.

[Name ]

## **Appendix C**

### **Example of Year-end Report for AGM 2020**

#### **Social Committee**

Members of the Social Committee (SC) supported two Volunteer Appreciation Events (Nov 22, & April 24, 2020) for [ n = ] and [ n = ] volunteers respectively. The Social Committee also supported three Fun Outdoor Tournaments at Alpine Courts in 2019: May 18, 79 players; July 13, and; Sept 14, 92 players. The SC's support includes: coordinating potlucks and or purchasing necessary food, beverage, condiments & utensils/table cloths; preparing food where required; setting up tables; and cleaning up following events. Members of the Social Committee met on May 2, June 12, Aug 13, Oct 11, 2019 and on May [ ], 2020. At the meeting in October 2019 members reviewed the goals/mandate of the social committee and generated a 2020-2021 Annual Event Plan. A final draft of the 2020-2021 Event Plan (includes budget) refined in collaboration with the Tournament Lead was reviewed in the Spring, 2020 for submission to the Board.

Approved November 20, 2019