

**AAUW**  
**HEALDSBURG BRANCH**  
**SOCIAL ACTIVITIES COORDINATOR JOB DESCRIPTION**  
**Updated 01\_2018**

***All board members are expected to do the following:***

*Attend all board meetings. Support branch programs. Submit all ideas for discussion or resolutions to president at least 48 hours prior to meetings. Communicate with president regarding branch issues. Prepare end of year report to President.*

**BOARD POSITION: SOCIAL ACTIVITIES COORDINATOR**

The Social Activities Coordinator serves as the Team Leader of Social Committee Chairs to include some or all of the following:

- Cultural events
  - “Kick Off” general meeting
  - Happy Hours
  - Member hosted dinners
  - Holiday party
  - Installation/Garden Party lunch
  - Lunch Bunch
  - Summer picnic
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- Convene at least one team planning meeting prior to Kick-Off with Social Committee Chairs to review communication protocols as detailed in the Social Activities Events Checklist and to discuss potential dates for events. Encourage inclusion of newer members as assistants at social events and as co-chairs.
  
  - Serve as liaison between Social Committee Chairs and the Board. Report upcoming plans to the Board at each board meeting. Seek Board approval for proposed expenditures or charges for social activities that exceed the Social Events line item in the budget approved by the Board.
  
  - Review proposed email blasts and newsletter articles, which are written by the event/activity chair or co-chair, prior to sending or posting. After review and approval, Social Activities Coordinator will forward email blasts to Email Blast Coordinator for sending out. Newsletter articles will be sent to the Grapevine editor by the author once the article has been reviewed and approved.
  
  - Update the website Calendar and Events sections of the website by email communication of event date, time, and location to the AAUW Webmaster. Proposed event dates to be sent by event chairs to the Social Activities Coordinator so that they can be checked for conflicting dates, consistency, and/or other information needed. Check later that information is posted correctly on Events and Calendar sections of website and in newsletter.
  
  - Work with Social Event Chairs to budget for social events, if charges will be incurred, and to follow Board policies and decisions.
  
  - Be open to new ideas!