

The St. Margaret Mary Men's Club
Naperville, IL

Guidelines

SOCIAL CHAIRMAN

Objective:

To coordinate all the social activities except those involving fundraising for the Men's club

Responsibilities:

- Identify the proposed membership social events for the next fiscal year
- Solicit input from the membership as it relates to potential social events
- Appoint a chairperson for each social event
- Oversee the financial implications of each event, and insure the proper paperwork is completed.
- Arrange for guest speakers and/or other attractions for the general membership meetings that will facilitate attendance by existing and potential new members.
- Prepare a marketing plan for executing communication/advertising at specific timeframes prior to each event
- Appoint event chairman for the following events: Spring and Fall golf outings, Bowling team(s), Basketball, and any other sports related event submitted by the membership and approved by the Officers.

