

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

## SOCIAL DIRECTORS JOB DESCRIPTION

\* SOCIAL PLANNING MEETINGS:

Hold approximately two to four social planning meetings per year. Generally, the meetings should be planned to schedule events that will take place three to five months in the future.

\* SOCIAL EVENTS:

Reserve the social event with a Skiwi check from the Treasurer if necessary, and find someone to manage and run the event. If you can't find a volunteer to manage the event, you will be responsible, however, that shouldn't be a problem. Distribute a trip folder and all contents to the trip leader along with a copy of all details of the trip - the Social Chairperson will retain the originals.

\* ACTIVITIES CALENDAR:

Activities calendar should be updated monthly and submitted to the Editors no later than the Monday after the General Meeting. Calendar should be distributed at the General Meetings (approx. 40 - 80 copies, depending on the time of year.)

The Social Committee generally produces, with the assistance of the event leader, all fliers for social events. This arrangement results in consistent, professionally produced fliers.

Communicate those activities and events, which could be included on the MDSC Hotline, to the Skiwi MDSC Representative at the beginning of each month.

\* GENERAL MEETING:

You or your designate must attend and speak at every General Meeting about past and upcoming social events. The person who is in charge of the event normally gives all the specific details. If, for some reason you or your designate cannot attend the General Meeting, inform the Skiwi President.

\* BOARD MEETING: