



ILLINOIS STATE CLUB OF SUN CITY WEST

Social Committee Chair Job Description

1. Plan and oversee all local Socials.
2. Present ideas, suggestions and dates for each Social to the Board for approval.
3. Recruit Committee members for the Club membership. (Minimum of 4)
4. Present Budget for each Social to the Board for approval.
5. Update Board with the number of members and guests planning to attend each Social.
6. Committee will work with the Publicity Chair and Membership Chair to promote each Social and email each Social flyer to the members.
7. Committee Chair will work with the Treasurer on income and expenses.
8. Committee Chair will present to the Board a final report on each Social.