

# ***Social Chair***

## **POSITION SUMMARY:**

Reporting to the Social Director, the Social Chair is responsible for providing refreshments for general meetings and for supervising and coordinating other social events such as the Annual Awards Dinner and the Summer Party.

## **SPECIFIC RESPONSIBILITIES/DUTIES:**

1. Plan and provide a light meal for each of the ten yearly general meetings.
2. Serve as chair of the July Summer Party and the Annual Awards Dinner.
3. Enlist volunteers for all social events, forming committees, as appropriate.
4. Supervise food purchasing, preparation, serving, and clean-up committees for each social event.
5. Meet annual budget targets.
6. Maintain inventory of staples such as serving utensils, paper goods and condiments.
7. Attend WSA Board meetings as a non-voting member.
8. Attend general meetings and participate in all WSA-sponsored activities, as appropriate.

## **GENERAL QUALIFICATIONS/EXPERIENCE:**

WSA member in good standing. Have an interest in food and its preparation. Work well with WSA members.