

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Social Chairman
Revision Date	September, 2006

Position: Volunteer, Appointed
Term: At the will of the Board

Overview: The social chairman coordinates bringing refreshments to monthly General Meetings.

Job Functions:

- Solicits volunteers to bring refreshments to monthly meetings by circulating a volunteer list at monthly meetings
- Contacts each volunteer with reminder about refreshments prior to the monthly meeting.
- Purchases supplies for the TAG box kept at the park.
Examples: coffee, creamer, napkins, cups, etc.
- Presents receipts to board for reimbursement.
- Arrives early to set up tables, coffee pot and to receive food.
- Cleans up, replaces supplies and secures TAG box in space provided.
- Notifies Newsletter Editor of volunteers in time for inclusion in next newsletter
- Maintains a list of procedures/tasks for the above

Requirements:

- Commitment to job
- Attends monthly General Meetings

Skills/abilities needed:

- Organizational skills
- Communication skills

Approved by the TAG Executive Board on November 16, 2006