



Events Chair Job Description

Updated June 2021

The Events Chairperson is responsible for organizing and making the appropriate arrangements for all social events held by the RSC. The Events Chairperson does not manage the membership drive if one is held, unless asked to do so. Is a voting member of the RSC Board.

Chair Requirements:

- Acceptance of position indicates a commitment to attend RSC board meetings, General Assembly meetings, and committee meetings for which this position is required.
- Inform the Administrative VP if unable to attend a meeting.
- Prepare a written monthly board report summarizing what happened during the month, including monthly expenses, etc.
- Maintain a continuity binder as outlined.
- Maintains the Events email.
- Contact successor and coordinate respective duties and responsibilities to ensure an effective transition prior to the joint board meeting at the end of the board year.

Responsibilities:

- Chairs and arranges all aspects of the Event Committee meetings each month, which consist of the Events Chair as Chairperson, Administrative VP, Administrative Financial Officer, Parliamentarian, and members in good standing.
- Gets insight from committee members at committee meetings about the previous month's function and creates an action report of things learned, what went well, what didn't work well, etc.
- Coordinates with the President at the beginning of the board year to schedule dates and times for the current year's functions. Works with Philanthropic VP to ensure dates do not conflict with any other base activity.
- Meets with committee the month prior to an event to set up volunteers for set up, decorating, etc. of functions held by the RSC.
- Gets any decorations that are located at the Thrift shop or Blue Boutique prior to the day of the event. Make arrangements with the VP to get access if the Thrift Shop or Blue Boutique are closed. An RSC sign is required at any RSC held function.
- Creates and sends out any sign ups needed for volunteers in Signup Genius.
- Obtains any reservations needed for a designated venue. Visit sites of functions to tour the venue to create a list of items that the club may need to provide for the function. Ex: bug spray, lights, table clothes, etc.
- Receives menu options for functions from the designated venue or a catering source for review with the committee for decisions.
- Works with the Admin Fin Officer to ensure payments that are needed for venues that an RSC function will be held at are made.
- Keeps copies of all receipts, approved reimbursement or money request forms, and contracts signed for a function in their binder.

- Maintains a list of venues and contact information in the binder and uploaded to the drive for future boards.
- Will create and send out all invites to any social function other than a membership drive. Will need to ensure that the membership roster they have is up to date with current information.
- Sends all publicity to the president for approval. All publicity will be handled through the Marketing Coordinator for posting to the website and social media.
- Authorized to sign contracts with any venues that require one, on the behalf of RSC once the decision has been made to use a venue.
- Works with Membership chair, or designated representative at the function, to ensure that only members receive door prize or any other prize tickets. Guests are not eligible to receive door prizes, etc. unless approved by the board prior to the function.
- Works with the President and an Advisor for seating at a head table of a function if there is one. Provides place cards for the head table only.
- Purchases all gifts or prizes needed for functions along with committee members. Responsible for submitting requests for money and reimbursement forms to the Administrative Financial Officer within 14 days of the function. If available, the Admin Fin Officer may go with the Events chair to pay directly by check or debit card for purchases for an RSC function.
- Maintains the Events inventory at the Thrift shop. Updates the inventory yearly and provides a copy of the inventory to the President and Admin VP. Should be kept in the binder and uploaded on google drive.
- Attends the Admin budget committee meetings to provide insight on the budget. If unable to attend the meeting, send the information to the Admin VP and Admin Fin Officer to be included in the budget meeting.