



Social Events Coordinator

1. Title.

Social Events Coordinator

2. Position summary

The Social Events Coordinator (SEC) organizes club events that emphasize social interaction among club members. Experience has shown that both the engagement and the enjoyment of members is enhanced by being able to attend events such as field trips, barbeques, and the Holiday Party where they can see old friends and make new ones. These kinds of social events are different than the monthly meetings, and from public outreach events, where the main activity limits the time and opportunity for interactions.

The Social Events Coordinator recruits helpers to arrange and carry out the events, and works with suppliers and other organizations to arrange field trips, catered food, transportation, entertainment, and reservations for event rooms or spaces in parks.

3. Specific Procedures.

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a. Procedures.

- Review the types of social events held in previous years, and solicit comments from other members about the types of events that were the most popular and that provided the greatest opportunities for social interactions.
- Work with helpers to plan social events, including new types of events.
- Plan a calendar of social events covering at least the next year, and review the calendar with the Board every three months.
- Identify expenditures needed and obtain Board approval in advance if those expenditures exceed an agreed budget limits set by the Board. Prepare budget requests for the coming year for board's review.
- Organize the collection of participation fees, when needed, to cover costs (e.g. for transportation).
- Organize the events, and work with helpers to ensure each event is well managed.
- Keep track of participation at the events, to help inform future plans.

b. Points of Contact.

- Within TAAA, the Social Events Coordinator will work with the Board to plan events, and will work with other TAAA leaders to coordinate the use of TAAA facilities, and any astronomy-related activities involved in the events.
- Externally, contacts will include transportation companies, caterers, venue hosts, and possibly entertainers.

c. Resources, inputs, or permissions from TAAA or outside organizations are required?

- The Board should approve expenditures that exceed a pre-set limit.

- Organizations that will host club events, such as field trips or event venues, will have guidelines for the use of their facilities.

d. Deliverables

- The Social Events Coordinator will record information about participation in the events and will summarize that information to the Board on a yearly basis.

e. Deadlines.

- This is a continuing activity, with no deadlines except to schedule events at appropriate times of the year (such as the Holiday Party); coordinate request for budget approval in May for activities in the upcoming fiscal year.

4. Additional Information

a. Budgeting

- Although participants may generally cover their own expenses (e.g., providing food for a potluck, or paying for bus transportation) there will be some occasions where it will be appropriate for the club to cover certain expenses. The Board will approve the yearly budget for these expenses.

b. Challenges

- Finding helpers who can be delegated responsibility for making arrangements for events.

c. Assistants.

- Helpers will be needed to plan and conduct the events.

e. Misc.

The Social Events Coordinator should enjoy engaging with other people, should be well organized, and should be good at delegating responsibilities to helpers. He/she does not need expertise in astronomy.

The goals for this position are to increase the number and diversity of social events held by the club each year, to increase the number of members who participate in the events, and to help create new types of social events that will appeal to the range of club members: male and female, young and old, able and disabled, new and longtime members, families and singles.