

## **Social Job Description**

*Making friends one stitch at a time.*

### **For Venue where No Beverages need to be Prepared**

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#### **PURPOSE OF THE POSITION**

- The Social Committee only needs to ensure treats are supplied by members on a rotating basis for the monthly Guild meetings. A list is sent around once a year to be filled in asking for treat donations. Five members are required each month to bring treats. The only exception is May and then three are required.
- The committee will assist in the planning of the yearly Christmas potluck with the Program Member.
- If the executive is having a Pot Luck for incoming executive then social will do up a sign up sheet for that event listing food and numbers required to be served and circulate it to outgoing executive.

#### **Primary Responsibilities**

- After getting the treat list filled by members, send out reminders via Newsletter. Telephoning has not been done in past years. A thank you sheet is put in a frame monthly listing those donating that month and is displayed on the food table.
- Prepare a list for Newsletter to advise those bringing treats that it's their turn.
- One member needs to attend monthly Executive meetings. All are welcome.

#### **Secondary Responsibilities**

- Work with Program Committee to plan Christmas Pot Luck dinner. Social will circulate a sheet requesting food items and # of donors. Program does centrepieces and activities.
- At years end, write an annual report of activities, one copy to the Secretary, one to the President and one to incoming committee members.
- Prepare orientation materials for incoming Social member and meet if desired.

#### **Financial Responsibilities**

- Purchase supplies as needed (napkins special Christmas napkins).
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.
- In May you will purchase cupcakes or cake for the anniversary party.

#### **Knowledge, Skills and Abilities Required**

- Simple kitchen skills
- Ability to work and stand for prolonged period

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### **For Venue Where Beverages must be Prepared**

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#### **PURPOSE OF THE POSITION**

- The Social Committee will prepare and serve beverages and treats supplied by members on a rotating basis for the monthly Guild meetings. A list is sent around once a year to be filled in asking for treat donations. Five members are required each month to bring treats.
- The only exception is May and three members are required.
- The committee will assist in the planning of the yearly Christmas potluck with the Program Member.
- If the executive is having a Pot Luck for incoming executive then social will do up a sign up sheet for that event listing food and numbers required to be served and circulate it to outgoing executive.

#### **Primary Responsibilities**

- Prepare beverages and lay out treats before break time.
- Stay in serving area during break and clean up following break.
- After getting the treat list filled by members, send out reminders via Newsletter. Telephoning has not been done in past years. A thank you sheet is put in a frame monthly listing those donating that month and is displayed on the food table.
- One member needs to attend monthly Executive meetings. All are welcome.

#### **Secondary Responsibilities**

- Work with Program Committee to plan Christmas Pot Luck dinner. Social will circulate a sheet requesting food items and # of donors. Program does centrepieces and activities.
- At years end, write an annual report of activities, one copy to the Secretary, one to the President and one to incoming committee members.
- Prepare a list for Newsletter to advise those bringing treats that it's their turn.
- Prepare orientation materials for incoming Social member and meet if desired.

#### **Financial Responsibilities**

- Purchase milk and juice monthly as needed. Submit signed receipts with proper form to the treasurer. Purchase milk and juice monthly as needed. Submit signed receipts with proper form to the treasurer.
- Collect 25 cents/cup for those not remembering their mugs. Buy compostable cups if possible.
- Purchase supplies as needed (cups, napkins, wooden stir sticks, sugar etc). Submit bills using the proper form.

- In May you will purchase cupcakes or cake for the anniversary party. Submit signed receipts in the manner mentioned above.

**Knowledge, Skills and Abilities Required**

- Simple kitchen skills observing health rules.
- Ability to work and stand for prolonged period during break and clean up.