



Social Chair

Organization: PPOC-AB North/Central/South Branch

Location: Alberta, Canada

General Function

The purpose and role of the Social Chair is to coordinate the social activities of the Branch and to support the Chair in organizing major social events for the calendar year.

Organizational Relationship

Accountable to: Branch Chair

Functional Relationship with: Branch Executive

Service Merits: up to 10 service merits per year

Contributions & Expectations

- Attends the monthly exec meetings and reports on status of social activities.
- Also organizes coffee, tea and snacks for the exec/general mtgs.
- Key lead on planning the year end Holiday socials activities that can include gift exchanges a formal dinner.
- Key lead on planning the yearly Summer Social Function that normally is scheduled in July.
- Take the lead on other social events as may be handled throughout the year.
- Assist in preparing the social budget for the coming year.

Voting Limitations

The Social Chair is not a member of the Executive and hence will not vote on governance issues. The position can vote on all operational related issues.

Skills:

- Have good listening, organizational and communication skills.
- Be aware of meeting rules of order.