

HERON LAKES WOMEN'S 18-HOLE GOLF CLUB

JOB DESCRIPTION

SOCIAL COMMITTEE

1. The Social Co-Chairs are appointed by the incoming President each year. The Co-Chairpersons will recruit other members of the committee.

The Social Committee is committed to providing an environment to the members of the club that will foster social times together, creating golf friendships between members.

2. Responsibilities:
 - a. Maintain paper goods for club socials and events.
 - b. Provide soft drinks for club social and events.
 - c. Provide pastry for morning stating times.
 - d. Provide dessert for brown bag luncheons.
 - e. Provide snacks for President's Cup, Eclectic, and Club Championship Socials.
 - f. Support the Chairperson of special club events.
 - i. Provide soft drinks.
 - ii. Provide paper goods (plates, napkins, cups, cutlery, table coverings, raffle tickets).
 - iii. Assist in purchasing items for the event if needed.
 - iv. Assist in set up and clean up, if need.
 - v. Assist in wine donations for events.
3. Special events hosted for 2016/2017:
 - a. Club Welcome Back Luncheon – 11/14/16
 - b. Christmas Party with HL 9 Hole Ladies – 12/13/16
 - c. Home on Home with Coyote Run Ladies – 1/24/17
 - d. Member/Guest 2/28/17
 - e. Fun Day & Awards Luncheon – 4/4/17
4. In early November, the Vice President makes room reservations through the Recreation Department Office Manager for the next year based on anticipated events. The Recreation Department will provide needed forms and deadlines. Cost will be \$1.00.
5. In early March, the Vice President orders the President's gift from the Heron Lakes Pro Shop. The gift will be presented at the Awards/Fun Day luncheon. Gift certificate is \$75.