

Waterman Alumnae Group Job Descriptions – Standing Committees

Waterman Social Events Committee Chair and Assistant Chair

The duties of this committee shall include but not be limited to:

- A. Recruiting committee members to assist in planning events
- B. Planning social activities and events, excluding Town Hall
- C. Determining programs or events and locations
- D. Being responsible for food, room set up, cost to members and their guests, decorations, if needed, invitations, taking reservations, preparing name tags. Serving as the welcoming committee at the event
 - * Invitations can be sent by email.
 - * Sustainers should receive invitations
 - * Members with no email should have invitations mailed
- E. Budgeting events to meet Social budget for the year

This job requires that events are planned early in the calendar year so that dates, times and places can be included in the President's letter that is mailed with tickets at the end of August.