

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

10) SOCIAL CHAIR

The Social Chair is responsible for planning and conducting five social lunches held by the league each year. The events are: the Valentine Luncheon-February, Spring Luncheon-March, Guys and Dolls Luncheon-April, Welcome Back Luncheon-November and the Christmas Luncheon-December. The Guys and Dolls Luncheon in April and the Christmas Luncheon in December are considered the major social events of the year. The league President arranges dates and locations for the luncheons. The Social Chair is responsible for preparing an announcement and sign-up sheet for each event, which will include the cost to each member and guest for attendance. Payment will be made directly to the Treasurer who will provide a periodic updated list of attendees to the Social Chair.

The luncheons are accompanied by a business meeting. Some kind of entertainment may be planned for the major events. Although the dates are already established well in advance, the Social Chair should call and verify the dates and times and arrange to meet with club or restaurant management or caterer five or six weeks prior to the event to verify specifics such as menu, table covers, bar facilities, etc. If a choice of more than one entree will be available, the Social Chair should try to arrange the same price for each to avoid confusion. Care should be taken to comply with the Recreation Center's Food and Beverage policy, which became effective in 2015.

The Chair should put up several coming-event posters and signup sheets in visible areas at the golf course four weeks in advance. Posters should include deadline for sign-up, menu choices (if applicable) and request payment by check (option for using the cash app) which should be placed in the Treasurer's folder in the club filing cabinet. Checks should be made payable to LWWGA. Menu preference, if applicable, should be indicated on the sign-up sheet. Upon finishing the event flier, a copy should be emailed to the Web Site Manager who will post it on our league web page.

Favors for the luncheons may be acquired from commercial donors or made by the committee. Decorations, if any, are arranged by the Social Chair and her committee. Door prizes may be purchased or obtained by asking merchants in the Sun City area to donate. Thank you notes should be sent to each merchant who donates a door prize.

The funds for the social events come from the annual league fees, and 50/50 raffles that are designated for a social event. The Chair will check with the Treasurer to identify any monies left in the social line item as all monies earned from events during the current year need to be spent by December 31 to clear the books for the Treasurer.

Some supplies are stored in the kitchen area cabinet in Talisman Hall. The Social Chair is provided a key to the cabinet and should maintain the supplies.

(Revised 1/24)