

PGI Fishing Club
Social Director
Role Description

1. Plan, coordinate, and promote all social club events; picnics, Holiday party, and happy hour.
2. Suggest and coordinate new social events throughout the year.
3. Recruit sub-committee members as needed for supporting club social events.
4. Make arrangements at locations to stage an event. Arrange food, beverages, decorations, and entertainment as needed. Lead any sub-committee in the planning and completion of each event.
5. Write a monthly article for the PGI Fishing Club Newsletter and submit based on established timelines.
6. Attend monthly board meetings as scheduled.
7. Attend the monthly general meeting and give a brief update about upcoming events.
8. Setup the kitchen beforehand for the post meeting refreshments.
9. Ensure all the needed accessories (plates, napkins, serving utensils, etc.) are on hand plus plenty of beverages & foods for members to enjoy.
10. Greet members after the meeting and stay to clean up the kitchen.
11. Save receipts and complete expense report for reimbursement from the Treasurer.
12. Send e-mail blasts as needed for social events.

Revised 5/15/2024