**Purpose Scope Objective:**

The purpose of the Social Event Planning Chair is to coordinate and facilitate new member social events to welcome new members and introduce them to active Executive Committee members in a social environment. This will promote better networking of new members and provide new members insight into the Chapter and its activities.

**Roles and Responsibilities:**

The Social Event Planning Chair will work to develop a group or committee to assist in the development and execution of the ideas for social events.

The Social Planning Event Chair will share details of planned activities, (date, time, location, activity, expected costs, list of those invited, etc.) with the Executive Committee for consent and approval of funds to support each event.

Three of the top key elements to success of this Executive Committee position include:

* + Continually plays down egos, even when engaged in passionate discussions and decisions
	+ Contribute significant voluntary time and effort to make the Chapter successful
	+ Act as a steward of the Chapter’s finances, committing resources with purpose and judgement

**Procedures:**

The Social Planning Chair will host one or two events a year for new members. The events will be at a local restaurant or other facility that will provide the appropriate amenities and atmosphere.

The details of the planned events will be shared with the Executive Committee and the expenses for these events will be approved by the Executive Committee in advance.

Other social event planning opportunities include:

1. Providing meals as part of the certification study group meetings
2. Providing meals as part of the WISE group meetings
3. Other events that could include spouses or significant others such as:
	1. Facility tours (Edwards AFB, US Borax, Grimmway Farms, Bolthouse Farms, Frito Lay, Fire Department Training Facility
4. Wine tasting tour
5. Trampoline facility
6. Gun Safety Class
7. Bowling, Dewar’s Ice cream, Rosemary’s, complimentary popcorn at theaters, etc.

**Resources:**

Executive Committee Members & Spouses

Members and guests of Chapter

**Continuous Improvement:**

This document will be reviewed and updated or marked up annually by the Social Event Planning Chair and submitted to the Long Range Planning Chair at the annual Executive Committee transition meeting.