

SOCIAL CHAIR OFFICER RESPONSIBILITY SHEET

- _____ Coordinate social activities as a compliment to other chapter activities on the chapter calendar. In other words, ensure that the chapter calendar reflects a balance between events where alcohol is served and events where it is not
- _____ Plan, organize and coordinate supervision of all social functions, whether alcohol is served or not
- _____ Prepare Form C144, Event Planning Proposal, in conjunction with the Membership Development and Risk Management committees and keep completed forms on file for one year
- _____ Complete Third Party Vendor Checklists one week prior to an event, staple to Form C144, and keep on file for one year
- _____ Read, understand, and enforce your campus, Panhellenic and Alpha Chi Omega/FIPG Risk Management policies.
- _____ Partner with the VP of Education to educate the chapter on FIPG
- _____ Encourage positive programming with other organizations on campus
- _____ Promote attendance at all chapter events
- _____ Collect input from chapter members about event ideas
- _____ Evaluate each event after the fact
- _____ Serve as a member of the Membership Development and Risk Management committees
- _____ Maintain a well organized folder, binder or file that includes everything someone would need to hold your office.
- _____ Train your successor.
- _____ Report to your committee chair (VP Membership Development and VP Risk Management) regularly.