

TELLICO VILLAGE BADMINTON CLUB
LOUDON, TN 37774

SOCIAL DIRECTOR

The main function of the Social Director is to plan, organize and oversee all social events for the Tellico Village Badminton Club. This is a *voting position* on the Executive Committee when all five voting positions on the Executive Committee are filled.

Additionally, these tasks are required in the execution of this position:

- Organize periodic events as specified by the Executive Committee to be held so that Club members have the opportunity to gather socially at least every two months.
- Suggest to the Executive Committee new opportunities for social enjoyment
- The Social Director will select, organize and oversee volunteers to assist with social events when additional assistance is required.
- Notify Club members about planned events and manage RSVP responses
- Remain in contact with members who have been absent for a period of time. Communicate circumstances when appropriate.
- Purchase supplies and/or food for events based on authorized funds
- Purchase greeting cards, stamps, etc, circulate, and mail the cards signed by members and deemed appropriate by the Executive Committee.
- Maintain a \$50. Petty Cash account to be used for Club expenses.
- Submit timely receipts of all approved purchases to the Treasurer.