

**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. The Social Director attends all Executive Committee meetings and has a full and comprehensive understanding of all Executive Committee Club Business. This is not a *voting position* on the Executive Committee unless the Vice President must assume the role of President. In that case, the positions of Social Chair, Vice President/Treasurer and Training Director/Team Designator are voting positions. The following duties 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.
- Suggest to the Executive Committee new opportunities for social enjoyment.
- The Social Director will select, organize, and oversee a committee 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 funds authorized by the Executive Committee
- Purchase greeting cards, stamps, etc., circulate, and mail the cards signed by members and deemed appropriate by the Executive Committee.
- Submit timely receipts of all E.C. approved purchases to the Treasurer.

UPDATED 2023