



## Director of Social Events

Position: Director of Social Events	Expected Duration: 1 year renewable
Reporting to: VP of Programs	Expected # PDUs: hours served
# Positions Open: 1	Last Revised Date: 07/21/2020

**Position Overview:** The Director of Social Events in tandem with the VP of Programs shall be Responsible for monthly programs for the membership.

**Essential Job Functions:** Support VP of Programs with making all necessary arrangements for chapter dinner or luncheon meetings and programs, which are consistent with chapter goals and objectives.

Assists VP of Programs with preparing monthly program schedules and agendas. Helps prepare program and meeting notices for publication and distribution by Vice President of Communications. Solicits chapter member input for future programs.

Other job functions as determined by the VP of Programs and/or PMICAC Board. This position description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.

### Expected Time Requirements:

Responsibility	Monthly Time Commitment
Locate and schedule speakers	1 hour
Locate and schedule meeting locations	0.5 hour
Handle registration for programs	1 hour
Handle the food order	0.5 hour
Prepare program and meeting notices	1 hour
Day of program activities (set up signs, register attendees, coordinate needs of speaker, setup hybrid meeting, event pictures, close up meeting venue)	2 hours