

GUIDE FOR SOCIAL CHAIRMAN

(from *Guide for Officers*, Theta Xi Fraternity)

DUTIES OF THE SOCIAL CHAIRMAN

Job Summary:

Develops, schedules, and oversees social activities for the chapter.

Ensures that the chapter's social calendar supports the goals and purposes of the chapter and Fraternity.

Provides guidance and direction to committee members. Communicates with other chapter officers and chairs to ensure appropriate scheduling, planning, organization, and preparation of events.

Follows and enforces all risk management policies of the chapter, Fraternity, and college/university.

Job Responsibilities:

- Provides guidance and direction to committee members in establishing effective goals for chapter social functions
- Strives to provide a broad-based social program that may include parties, exchanges and campus/community cultural events.
- Develops, schedules, and oversees social activities for the chapter. Develops alternative events to fully utilize funds allocated to the position.
- May utilize chapter input for planning events.
- Makes decisions based upon the goals and purposes of the chapter and Fraternity. Maintains records on the success/failure of all social activities for future reference.
- Follows and enforces all risk management policies of the Chapter, Fraternity, and University. Safeguards the chapter, its members, and guests from violations of policies while ensuring the appropriate image of the Fraternity is displayed at all times.
- Communicates with other officers and chairmen to ensure appropriate scheduling, planning, organization, and preparation of events.
- Supports other officers and chairmen in planning and securing necessary entertainment for chapter events (i.e., vice president, rush, philanthropy, risk management, etc.) upon request.
- Submits social budget requests to the treasurer prior to the beginning of each term. Assists in the administration of an effective budget control program.
- Performs other responsibilities as assigned by the president and/or vice president.