POFHOA
Social Committee Chairman
Roles and Responsibilities

The Social Committee Chairman is a role that is flexible depending on the person who fills this position. It has no limit to the years it can be held.

1. **May**
   a. Plan social activities for the pool.
   b. Make and post signage for pool hours, social activity calendar, men/woman restrooms.
   c. Post Pool Rules and Pool Party Rules, Calendar in the Window Box by the drinking fountain.
   d. Ask Pool Party Coordinator to reserve Adult Night at 8:00 and Family Fun Day at 12:00 noon.

2. **May** - Pool Opening Weekend
   a. Decorate the fences with flag banners
   b. Hand out icicles or ice cream bars to everyone.

3. **June**
   a. Advertise and host the Adult Night.
   b. Gather volunteers to help with the event.

4. **July**
   a. Advertise and host the Family Fun Day the weekend after the 4th of July.
   b. Gather volunteers to help with the event.

5. **August**
   a. Advertise and host the Pancake Breakfast.
   b. Gather volunteers to help with the event.

6. **September**
   a. Advertise and host the Pool Closing Pot Luck Dinner on the last day at 5:00.
   b. Gather volunteers to help with the event.

7. **October**

   a. Purchase green T-shirts for all new board members.

   b. Create and provide iron-on POF logos for shirts.

   c. Update the Social Committee Volunteers list on the Web.

8. **Weekly**

   The Coffee Club meets at 9:00 on Tuesdays at area restaurants.

   a. schedule locations

   b. maintain a distribution list of those interested

   c. send out weekly reminders.

9. Keep all receipts and ask for reimbursement from the Treasurer.

10. Attend Board Meetings. (This position does not vote since it's a committee.)

11. Give a Social Committee Report at the Annual Meeting.