

SOCIAL COMMITTEE CHAIR RESPONSIBILITIES

OVERVIEW

The Social Committee Chairperson is responsible for the planning, preparation, notification, and hosting of all community social events, as well as updating both the CAP and Pavilion calendars. Social events are planned and scheduled in January/February.

DUTIES

1. Prepare a yearly calendar of social events, choosing dates, venues, and entertainment, for the following:
 - a. Easter Egg Hunt: 11:00 am Saturday before Easter Sunday; Beach/Park Areas;
 - b. Independence Day Celebration: July 3rd/pm; Beach/Pavilion
 - c. Halloween: October 31st: 5:30 pm/rain or shine;
 - d. Beach/Pavilion Family event(s); date and venue TBD; usually in the summer; Beach/Pavilion/Park
 - e. Christmas Party: date and venue TBD; usually early December
 - f. Adult event(s); date and venue TBD; usually at the Beach/Pavilion

2. Prepare and submit a yearly budget in the fall of the previous year.

3. Purchase food, decorations, and party products for events. Receipts are submitted to the Treasurer for reimbursement.

4. Prepare and deliver event flyers, if necessary. Ensure that events are listed on the CAP event calendar, a Wix 'event' is created on the 'Events' page of the website by contacting the Communications Committee, and are posted on sign boards. Determine if an email invitation such as Sign-up Genius is to be used.

5. Secure volunteers for hosting, assisting with preparations, and for set-up and clean-up crews

6. Maintain the Pavilion Rental Calendar, entitled Palisades on the Severn by clicking the appropriate date and adding the name of the renter.

7. Maintain the CAP Calendar by clicking the date and adding the title, time, and location of the event.

8. Use sign up genius to advertise community events and encourage sign up. The website is www.signupgenius.com. The login credentials are stored in the Password Addendum to the President's Procedure Manual.

NOTES PER EVENT

1. Easter Egg Hunt: CAP provides a light or cooked lunch organized by CAP volunteer/s and attendees bring pot-luck dish; notice of event includes instructions to bring 6 filled plastic eggs per child to designated person before the event; secure volunteers to hide the eggs and designate hunting areas according to age; youngest children hunt first until they find 6 eggs; Reimbursement of luncheon cost to host is submitted with receipts, to the Treasurer by Chairperson; Paper flyers can be distributed to every household. (Most current volunteer host: Stephanie Mazur)
2. Independence Day Celebration: determine time of gathering/usually 8 pm to watch fireworks; potluck snacks and drinks;
3. Halloween: no rain date; CAP provides entrees of hot dogs and hamburgers with buns, condiments, and soft drinks; reimbursement of dinner cost to host is submitted with receipts, to the Treasurer by Chairperson; attendees bring potluck entrees, sides, and desserts; use of Sign-up Genius suggested *; Paper flyers not required; (Most current volunteer host: Stephanie Mazur)
*(....)
4. Christmas Party: Research venues and entertainment; secure venue with payment obtained from the Treasurer, months in advance of December (spring is preferable); hire professional entertainment, such as magician or photo booth, in early fall; secure payment from Treasurer and pay entertainer; secure Santa volunteer 1 to 2 months before event; dry clean beard every year; CAP provides entree and soft drinks; reimbursement of dinner cost to host is submitted with receipts, to the Treasurer by Chairperson; potluck for sides and desserts; set-up and clean-up crews essential; use of Sign-up Genius or similar suggested. (Most current hosts: Janice Roderick and/or Rina Hicks.)
5. Adult event(s): dates and event(s) reviewed by the BOG; usually potluck; Sign-up Genius or similar suggested

6. Family event(s); dates and event(s) reviewed by the BOG; CAP provides snacks and soft drinks; Sign-up Genius or similar suggested
7. Pavilion reservations/calendar: check current membership data to ensure that the requesting person is a paid CAP member for the current year; collect both completed and signed forms required for reservations; collect payment for the rental and submit to Treasurer; once both forms and payment are submitted to the Chairperson, place the reservation on the calendar; these reservations are on a first come/first serve basis; reservation dates are not held without payment and forms; rather reservations are put on the calendar after submission of payment and forms. It is helpful to keep your own spreadsheet to keep track of reservations, and to put submitted forms in a current file/notebook, etc.
8. Add BOG approved CAP events to the CAP calendar, after BOG meetings. All the calendars make use of the Google Calendar App from the PalisadesontheSevern@gmail.com account. Consequently, the Social Committee Chairperson (and potentially other social committee members) is given the password to this account. Calendars are located in the google apps in the upper right hand corner grid.

CONTACTS

Herald Harbor Community Center

390 Hall Road
Crownsville, MD 21032

Ashley Raymond
Vice President
Herald Harbor Citizens Association
443-994-6966
vphealdharbor@gmail.com

Kim Cole
HHCC Rental Volunteer
rentalshhca@gmail.com

Theresa Jacob
389 Laurel TI

Crownsville, MD 21032
1tpjacob@gmail.com

Jamie Young
President
Herald Harbor Citizens Association
presidentheraldharbor@gmail.com

South Shore Church

725 Herald Harbor Road
Crownsville MD 21032

David Allen (Reservations)
Main: (410) 923-6900
Mobile: (301) 979-5066
dea0721@gmail.com

Most Recent Entertainment

Mullinix DJ and Photo Booth

ocdj30@aol.com

410-251-4368

Booked through GigMasters.com

Well received by attendees

Myklar the Ordinary

myklar23@hotmail.com

310-292-3973

Booked through GigMasters.com

Well received by attendees

Events have also been booked through GigSalad.com