

SOCIAL CHAIR JOB DESCRIPTION

REPORTS TO: The President-Elect

POSITION SUMMARY: The job of the Social Chair is to coordinate refreshments and set up any needed supplies (napkins, plates, utensils) for each monthly meeting (Wed or Sat). It was decided as of 2023-2024 that coffee/tea/water would not be provided at the monthly meetings. Plan and organize special events- 3 major Saturday meetings that include a potluck or catered lunch. Write articles for the Zooline, either announcing future events or reporting on a current event. There has been discussion to bring back the Fall Woodsy, one has not been done since 2020. Most of the supplies have been moved to the DRC. It is helpful to keep what is needed for "monthly meeting snacks" in the cabinet in Safari Lodge. The keys needed for Safari Lodge are in the DRC, and should always be returned after using them.

RESPONSIBILITIES AND DUTIES:

Supplies- there is a basic supply checklist in the folder to help remind you of what needs to be inventoried.

Monthly Meeting- create a sign up sheet or have an email sent for snack volunteers. 3 months is an ideal length of time. Send reminders via text/call/email. 15-20 mins is usually a sufficient amount of time to set up Safari Lodge for these meetings.

Potlucks- (see below for months these occur) As of this time Stacey Graham will have the Lodge at Moose Lake already reserved. But it is always wise to check with her (via email) a month before. It is not a guarantee that the tables and chairs will be set up by zoo staff. You decide how you will do this. You will do it yourself or ask for other docent help in advance. I preferred to set up the Friday afternoon/evening before. 14 round tables with 7 chairs at each table. Usually 4 staggered rows (4, 3, 4, 3)

There are 2 wagons in the shed, to load up what you need from the DRC to transport to LAML. At this time, at least one door is always open/unlocked at LAML. You should not have to arrange to get a key or have it opened. I suppose this could change. That has been my experience.

The black round table cloths and the white rectangle cloths are in bags in the window sill above the metal file cabinets. All other supplies: dish towels, serving utensils, bowls, plastic wraps, coffee, tea, creamer, cutlery, napkins ect are in the DRC kitchen (lower cabinets). You do not have to take down the tables and chairs in LAML after the meeting. Zoo staff WILL do this.

You will create and send out the Sign-up Genius for the potluck. The instructions on this procedure are in the binder.

You will update the job description and year end report in May.

Nov- 2nd Saturday of the month: Staff/Keeper Appreciation Lunch

You will use money from the budget to have the main dish catered. Sign up Genius is used to "fill in" all other food items. The past 3 years I have planned for 100-120 people.

Dec- Holiday Party: Date TBD, Coordinate with Marie Poyzer as it is held at her house

Feb- 2nd Saturday of the month: All docent meeting introducing new docent trainees

June- 2nd Saturday of the month: trainee graduation (acknowledgement), new/old board members....