

Social Committee Job Description

Purpose: Following the club's mission statement, will promote social engagement with well organized events and activities to foster camaraderie and building relationships among our members.

Reports To: The Chair reports to the Treasurer.

Key Responsibilities & Duties:

- Provide the Executive Committee (EC) with a work plan outlining social events, budget and deadlines approved by the EC. (Appendix A and B)
- Use the Silveridge Resort Activities Office calendar of events and list of USA holidays to help determine dates and times of club events, ensuring no conflicts arise.
- Plan and assist in the promotion of social events approved by the EC.
- Plan and execute club social events.
- Make the call to cancel any scheduled social events if prudent to do so (adverse weather conditions, lack of event participants, etc.), and immediately notify the Treasurer and Communications Officer.
- Work collaboratively with the EC (and other committees or coordinators as needed) to ensure the elements of an event are finalized in a timely manner.
- Maintain documents and processes in relation to the social functions for future reference and guidance.
- Submit a financial summary of all expenses incurred by the social committee for each event. (Appendix C)
- Compile a year-end-report and submit to the Treasurer for presentation at a EC meeting. (Appendix E)

Composition of the Committee (6 - 8):

- The Social Committee members will be a current member of the Silveridge Pickleball Club.
- The Social Committee members will decide on a chair for the Social Committee and an alternate if required.
- The Chair reports to the Treasurer, who will be an ex-officio member of the Social Committee.

Skills & Qualifications of Committee Members:

- Good organizational and interpersonal skills,
- Coordinating experience,
- Eagerness to learn how the club works, and supports the Mission Statement.

Job Description of Committee Members:

1. The Chair may delegate a member to take minutes at meetings. Minutes should be circulated to all committee members as soon after the meeting as feasible, with a request for edits.
2. Members will participate in the planning and implementation of Social Event(s), the Annual General Meeting (AGM), and other club events needing assistance from the committee as approved by the EC.
3. The primary activities of the Social Committee include:
 - plan the menus for EC approved events including the AGM,

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- where required, purchase items included in any planned menus and ensure items are delivered on the day of the event to the site,
 - submit original receipts/invoices for any purchases to the Treasurer for reimbursement within 7 days of the purchase - electronic copies are acceptable to begin the process of receiving reimbursement (either check or e-transfer),
 - ensure necessary equipment is set up at the location of any planned events, (for e.g., chairs, tables, podium, microphone, speakers, coolers)
 - purchase & maintain an inventory of condiments, plates, napkins & utensils and store in the club storage shed,
 - prepare food and non-alcoholic beverages, where required for serving at the location of planned events (for example, at Social Events, Tournaments & AGM).
 - annually, contact the Silveridge Activities Office and book the ballroom or social hall for club events in March (or earlier) for the coming season Christmas Celebration and AGM.
 - prepare for club events that require ordering of food, room set up, food and service, sound and visual equipment, etc.
4. Committee members will participate in the development of an Annual Workplan and Budget for the coming season. (Appendix E) The chair will present to the EC, annually in March at an EC meeting.
5. Communication:
- The chair or a designate ensures that announcements and reminders are submitted the Communications Officer for inclusion on the website, Facebook and in the Newsletter to:
 - a) Invite members to sign-up to attend an event as required on SUG sign-up
 - b) Ensure sign-ups include all relevant information: date, time, price, and location of the events
 - The chair or designate makes announcements about food and any housekeeping directions (e.g.: no food or beverage on courts) at the beginning of the event
 - The Chair or designate will submit a year-end report to the Treasurer for inclusion in the AGM at least 2 weeks prior to the AGM (Appendix D)
6. Succession planning and recruitment:
- In collaboration with the Treasurer, identify strategies to recruit volunteers from membership to serve as members on the Social Committee.
 - The chair or designate provides new members with the Social Committee's job description and the Annual Event plan and offers opportunity for clarification of roles/activities.

Time Requirements:

- The term of service for social committee members will normally be two years with opportunity for renewal.
- November to March: Volunteers for the social committee will expect to spend up to 4 hours each month engaged in committee activity.

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- Committee members are expected to attend Social Committee Meetings - usually 30-90 minutes each. These meetings are for the purpose of planning for upcoming events and also an end of the year review of how it went and plan for next season.

Original Document Approved: July 7, 2026

Revised:

Appendix A

Example of an Annual Social Events Plan: 2026/2027

Date	Event	Comments
Nov 21, 2026	Fun Play 1:00 – 3:00 pm	Members bring snacks to share, play music
Dec 12, 2026	Fun Play 1:00 – 3:00 pm	Play music
	Holiday Dinner 5:00 pm	Ballroom. Dinner \$15
Jan 16, 2027	Fun Play 1:00 – 3:00 pm	Members bring snacks to share, play music
Feb 13, 2027	Fun Play 1:00 – 3:00 pm	Members bring snacks to share, play music
Mar 6, 2027	4.0 Tournament	
	AGM Dinner 5:00 pm	Ballroom. Dinner \$15

November Fun Play: dress attire - wear orange for Thanksgiving.

December Fun Play: Dress theme - Get in the Christmas mood and wear your favorite Christmas hat, shirt, socks, etc. during the Fun Play Time & Social Event and Christmas dinner

December Holiday Dinner:

- Plan entertainment
- Cost of dinner:** cater most of it (for example Lasagna from Olive Garden)
- 50/50:** have 50/50 and give away the profit to Sunshine Acres

January Fun Play: Dress theme - wear blue to support club

February Fun Play: Dress theme - red for valentines day

Appendix B

EXAMPLE of Annual Event Plan with a Budget

Plan and host a Christmas Celebration event for December 15, 2027

Activities	Responsible	Deadline	Resources/Budget
Prior to October 1, confirm information with the Communications Officer (CO) for posting on the website and in Newsletters and SUG. Deadline for registration Dec 13	Chair or designate	Oct 1	nil
2 weeks before the deadline to register, review SUG sign-ups for the number of participants. If low, then work with CO to remind members.	Chair or designate	Nov 30	nil
Plan a menu (include gluten free & vegan options)	Chair or designate	Dec 7	nil

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Plan opening comments, & arrange for volunteers to set up tables, pick up and serve food	At least 3 committee members	Dec 7	Volunteers
Identify number of registrants and share with committee and President	Chair or designate	Dec 13	nil
Purchase food, beverage, and any condiments, utensils, table covers napkins as needed	At least 3 committee members	Dec	\$500.00
Prepare the table (food, beverage, condiments) and pack nonperishables and arrange for delivery to storage. Help distribute/pack any food for storage	At least 3 committee members	Dec 13	
Submit receipts to treasurer	Chair or designate	Dec 17	nil

Appendix C

Example of Costing a Social Event

SR Pickleball Social Event Costing								
Event: Christmas Holiday Event								
Date: Dec 13, 2025								
Estimated Attendance: 96								
Actual Attendance: 95			Total Revenue	\$ 950.00				
Est. Cost per person: \$6.16			Total Cost	\$ 669.30				
Act. cost per person: \$6.33			Profit	\$ 280.70				
Supplier	Item	Cost Pkg	Units	Buy	Cost Unit	Total	Notes	Inc Tax
Costco	Plates	\$ 9.99	100	2	\$ 0.10	\$ 19.98	Costco	\$ 239.15
Costco	Napkins	\$ 13.99	200	1	\$ 0.07	\$ 13.99	Winco	\$ 54.03
Costco	Pulled Pork	\$ 13.99	8	13	\$ 1.75	\$ 181.87	Dollar Tree	\$ 2.71
Costco	Buns	\$ 2.89	12	8	\$ 0.24	\$ 23.12	Smart F	\$ 19.98
Winco	Cheesecake	\$ 15.98	12	8	\$ 1.33	\$ 127.84	Winco	\$ 3.98
Smart Final	Cups, 4oz	\$ 2.99	50	2	\$ 0.06	\$ 5.98	ADF	\$ 4.96
Smart Final	Cups 6 oz	\$ 3.19	50	2	\$ 0.06	\$ 6.38	Dollar Tree	\$ 31.41
Winco	Coleslaw 1 lb	\$ 2.18	8	13	\$ 0.27	\$ 28.34	Costco	\$ 50.78
Albertsons	Potato Wedge	\$ 3.99	5	18.11	\$ 0.80	\$ 72.26	Albertson	\$ 78.26
Winco	Pasta Salad	\$ 58.25	96	1	\$ 0.61	\$ 60.21	Winco	\$ 109.47
Costco	HRY KISS	\$ 13.98	96	1	\$ 0.15	\$ 13.98	Winco	\$ 48.90
Costco	G BARS CANDY	\$ 13.99	96	1	\$ 0.15	\$ 13.99	Walmart	\$ 4.30
Winco	Pickles	\$ 6.33	96	3	\$ 0.07	\$ 18.99	DollarTree	\$ 5.42
Smart Final	Desert Plates	\$ 5.99	125	1	\$ 0.05	\$ 5.99	Costco	\$ 13.99
Multi	Mis Supplies	\$ 68.49	96	1	\$ 0.71	\$ 68.49	Winco	\$ 1.96

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	Sales Tax	\$ 7.89	96	1	\$ 0.08	\$ 7.89		
					\$ 6.49	\$ 669.30		\$ 669.30

Appendix D

Example of Year-end Report for AGM 2027

The Social Committee supported:

- Four Fun Play Social Events (Nov 21, Dec 12, Jan 16, Feb 13).
- Two social events that included a meal (Dec 12 Holiday Celebration and Mar 7 AGM)
- Seven Tournaments in 2026/2027 by providing health snacks for the players.

The Social Coordinator's support includes: coordinating potential potlucks and or purchasing necessary food, beverage, condiments & utensils/table cloths; preparing food where required; setting up tables; and cleaning up following events.

Members of the Social Committee met on Nov XX, 2026, Jan XX, and Mar X, 2027.

At the meeting in March 2027 members reviewed the goals/mandate of the social committee and generated a 2027-2028 Annual Event Plan.

A final year-end 2026-2027 report was provided to the EC, which included events held and money spent.

A final draft of the 2027-2028 Event Plan (includes budget) was provided to the Executive Committee in March 2027.

Appendix E

Example of Year-End Report 2026/2027

The Social Committee supported four Fun Play Social Events (Nov 21, Dec 12, Jan 16, Feb 13). All events were successful with several participants playing pickleball on 6 courts most of the time and the variety of snacks the players brought was not sufficient - next year we need to remind players to bring snacks to share.

The Social Committee also supported two social events that included a meal:

- Dec 12 Holiday Celebration: the meal was excellent and there were 95 attendees
- Mar 7 AGM: the meal was a hit and there were 114 participants. We ran out of vegan options.

During the seven Tournaments this season we purchased and supplied health snacks for the players. Next year we are going to include bananas as an option.

We purchased the necessary food, beverage, condiments & utensils/table clothes items for the events. There are a few items left over and they are stored in the Social Committee shed for next season.

We prepared food where required; setting up tables; and cleaning up following events.

Members of the Social Committee met on Nov XX, 2026, Jan XX, and Mar X, 2027. For these meetings, all the committee members were in attendance.

A final year-end 2026-2027 report was provided to the Treasurer, which included events held and money spent.

At the meeting in March 2027 committee members reviewed the goals/mandate of the social committee and generated a 2027-2028 Annual Event Plan, which includes a budget.

Suggested Annual Event dates for 2027/2028 season

Nov 15, 2027: Fun Play 1-3 pm

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Dec 13, 2027: Fun Play 1- 3 pm and Christmas Social @ 5:30 pm (suggested pulled pork) (est \$10.00)

January 17, 2028: Fun Play 1-3 pm, Happy Hour Social 3-4:30 pm (bring appies. snacks to share)

Feb 7, 2028: Fun Play (suggested couples or mixed doubles format for this event)

Mar 7, 2028: Fun Play 1-3, AGM 4:30 pm (suggested Chicken purchased by club and potluck salads and deserts)
Charge \$5.00

General notes:

- In addition to the items remaining from this past season, the purchase of additional supplies required for the new season will be approx. \$250.
- Look for skit/game ideas for Christmas social
- Continue to supply tournament snacks
- 50/50 draws at Christmas social, (possible door prize basket draw for Christmas social)