***E.S.P.L. JOB DESCRIPTION***

***SOCIAL CONVENOR***

***2011***

The main thrust of the Social Convenor is to arrange for all social events of the E.S.P.L., to oversee the social committee and to attend Executive meetings when requested.

***SOCIAL COMMITTEE***

Help organize the spring BBQ (if BBQ is not contracted out) and assist in social activities.

Help in the organizing of the fall banquet.

Determine the number of players attending functions and type of meals requested.

Determine the number of guests attending functions and collect money before the banquet as there will be no refunds.

Prepare a list of who will be attending the functions – players & special guests.

Make out and distribute meal tickets at the door of the functions.

Collect money at BBQ and give proceeds to league treasurer.

Maintain records of all expenses and submit to league treasurer.

Prepare function signup sheets for captains.

Prepare and send out get well and sympathy cards to league members (immediate family).

Assists the Commissioner in league social activities as requested.