

SOCIAL EVENTS

April 2007

Role: To promote social activities within the Fellowship.

Responsibilities:

- Plan and promote traditional events: Stone Soup Lunch, Easter Brunch, and Memorial Day Pot Luck Lunch.
- Plan and promote other social events; e.g., for Halloween, Christmas, musical events, game nights, memorials, and other gatherings.
- Coordinate activities with Fellowship Administrator, Building Chair, and cleaning person.
- Organize volunteer help for these activities as needed.
- Set up for activities as needed
- Clean up after activities as needed.
- Make sure that table clothes are laundered after each use.
- After Saturday events, set up for Sunday services as needed.
- Organize circle dinners.
- Submit your name to Treasurer for charge account updating. The Treasurer will provide information about where UUFM has a charge account.
- Make necessary purchases for activities, selecting environmentally responsible products.
- Attend Executive Board meetings as needed.
- Provide information about social activities for Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Recruit committee members as needed.
- Schedule and facilitate committee meetings as needed.
- Submit committee information to the Fellowship Administrator for the newsletter by the 15th of each month.
- Make Sunday announcements as needed.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Communicate with other committee chairs as needed.
- Submit expenditures to the Treasurer within 30 days.
- Keep committee expenses within budget.
- Provide input for annual budget development.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Social Chair as needed.
- Transfer materials to new Social Chair as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.

Circle Dinners -- Circle Dinners have traditionally been held on the fourth Saturday of the month. There may be exceptions to accommodate other events in a month or participant's wishes.

Groups of six or eight meet at someone's home for a potluck dinner. Patio dinners in the summer may accommodate more guests.

Guests and those volunteering to be hosts/hostesses sign up during the month.

The Social Committee chairperson or a member of the Social Committee assigns guests to the host/hostess homes and notified hosts/hostesses of who their guests will be. Assignments should be made by the Monday preceding the circle dinner.

Different combinations of guests at each month's dinners provides new interest and opportunities for new friendships.

Each host/hostess contacts guests and plans are made for who will bring various food items. These usually include an appetizer, main dish, salad, bread or rolls and butter, vegetable dish, dessert, and wine. If a guest

doesn't cook, he or she may bring food from a deli or restaurant. Circle dinners are not meant to be gourmet events. Calls to guests should be made by the Tuesday or Wednesday preceding the dinner.

Hosts/hostesses provide table settings, coffee and tea, and the menu item of their choice.

People may ask to be included after the sign-up deadline that is the Sunday preceding the dinner. They may or may not be accommodated depending on number of volunteering hosts/hostesses and seating limitations.

If a guest cannot come at the last minute they are asked to send their assigned menu item or find a substitute guest.