

‘FEDERATION OF CANADIAN ARTISTS’

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

A. **OFFICIAL TITLE:** SOCIAL DIRECTOR

B. **OFFICIAL ROLE:**

To Chair, organize, and implement food, refreshments and activities for two yearly socials; all monthly meetings; and any shows and events sponsored by the FCA-COC.

C. **Voting Rights** (circle one): No

D. **Executive Committee Member:** Director

E. **List of Your Official Duties:**

1. To Chair, organize, and host two yearly socials for the FCA-COC membership. One of these events will be held in lieu of the monthly meeting in June. The other will be held in lieu of the monthly meeting in December.
2. To co-ordinate the service of refreshments (tea, coffee & cookies) at each monthly meeting.
3. Run the 50-50 Draw at each FCA-COC event
4. To organize and/or assist in the Service of alcohol (and food) at Autumn Gallery, OASIS Symposium and OASIS Art show and any other FCA-COC Shows and Events.
5. (**Social Director must be in the possession of a valid “Serve It Right” certificate from The BC Liquor Control Board*)

F. **Day to Day Responsibilities:** (*Fill out only those that are applicable to your role.*)

a. A list of tasks you are doing at each monthly meeting:

I buy any coffee, tea, condiments and cookies for all monthly meetings.

30 minutes prior to each monthly meeting I arrive at the venue (*I am in possession of a venue key*). I make coffee; tea and set up table for cream/sugar, cups and cookies. At the end of the meeting I am responsible for coordinating any clean-up from the making/serving of the refreshments.

b. **Official FCA-COC Documents:** (*Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC.*)

1. I possess a valid “Serve It Right” certificate (issued by the LCB)

2. I purchase all **Liquor Licences** for the FCA-COC Events (Autumn Gallery, OASIS Symposium and OASIS Art Show) and the 2 yearly Socials

c. Equipment/Supplies: *(Please list all FCA-COC purchased items presently in your possession and explain how and when these items are used during the orchestration of your official role.)*

Two 40 cup coffee makers

A front door key to the Kelowna Senior Center, (Branch 17 – 1353 Richter St., Kelowna BC)

Some supplies (tea, coffee, cups and napkins)

d. Sub-committee(s): *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*

I Coordinate and Chair a committee of volunteers to assist me in the purchasing of food and refreshments; the decorating of the venue; and the purchasing and serving of the liquor for each FCA-COC monthly meeting; Social; Show and Special Event that (as the FCA-COC Social Director) I am asked to co-ordinate with.

G. A Yearly Overview of all Events you are responsible for overseeing:

(Please include types of participants; ‘ball-park’ budget for each event; event location, times; dates; timelines for tasks leading up to each event.)

1. Two early socials for the FCA-COC membership (and a guest).

a) **June Social:** This event is held in lieu of the monthly meeting in June.

(Because it is held at the present location, this is an alcohol free event)

- I put together a group of volunteers (from our membership to help me)
- The FCA-COC Members (and a guest) are invited to attend (and are sequestered to bring an appetizer to share with the group.)
- As Social Director I am responsible for sending out an invitation to members through our FCA-COC website (with the specifics for this event)
- I coordinate all activities; games; events; refreshments; decorations; prizes and music for this event.
- I coordinate the clean-up of the venue for the event

b) **Christmas Party:** This held in lieu of the monthly meeting in December.

- This event is presently held at the Red Barn in the mission (4408 Lakeshore Road, Kelowna BC)
- I put together a group of volunteers (from our membership to help me)
- One month prior to this event: I apply for a Liquor Licence through the Liquor Control Licensing Branch – 1-866-209-2111
- One week prior to the event I purchase enough wine (from the View Winery) to provide each attending member (and guest) with 2 – 5 oz. glasses of wine. *Red seems to be the favorite wine type.*
- The FCA-COC Members (and a guest) are invited to attend (and are sequestered to bring a pot luck food dish to share with the group.)

- As Social Director I am responsible for sending out an invitation to members through our FCA-COC website (with the specifics for this event)
- I coordinate all activities; games; events; refreshments; table decorations; prizes and music for this event.
- I coordinate the clean-up of the venue for the event

2. Monthly Meeting Refreshments

- Prior to the meetings, I purchase 3 dozen cookies, coffee creamer, coffee and tea, and disposable cups to be able to serve refreshments at each monthly meeting.

2. FCA-COC Shows and Events

- Under the direction of the Shows and Events Directors I purchase liquor licenses; assist in the Serving of Alcohol at FCA-COC Shows and Events. (**Social Director must be in the possession of a valid "Serve It Right" certificate from The BC Liquor Control Board*)
- I purchase snacks, appetizers and/or dessert to be served
- I purchase any coffee creamer, coffee and tea, water, and disposable cups to be able to serve refreshments

- ***All receipts need to be included with an itemized list of purchases for reimbursement. The Treasurer will be issuing all cheques. Prior to purchases, please inform President and Vice Presidents for permission.***

1. Any Future Goals/Recommendations you may have regarding this role.