VP COMMUNITY OUTREACH & FUNDRAISING-HOLIDAY SOCIAL

I. OBJECTIVES AND RESPONSIBILITIES

This committee organizes and plans the holiday social which replaces the December chapter lunch membership meeting.

II. ORGANIZATION

A manager appointed by the Vice President of Community Outreach and Fundraising will head the Holiday Social committee. This manager reports directly to the Vice President.

III. GUIDELINES

A. Meet with the former manager to obtain records and discuss duties and responsibilities.
B. Appoint additional committee members as necessary.
C. Prepare the objective, goals and budget for the year.
D. Manage the functions of the committee.
E. Submit status reports and recommendations to the Vice President for reporting to the Board of Directors.
F. Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES

A. Determine the location for the social by soliciting bids.
B. Select the menu.
C. Plan entertainment/games/activities.
D. Choose decorations.
E. Provide badges.

V. FINANCIAL

All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP’s, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

VI. TIMELINE OF EVENTS
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a) Holiday Social event will need facility contracted and reserved four months in advance of the event. Preferably facility should be ADA compliant.
b) Food should be decided when contract is signed for the event.
c) Prizes and decorations should be solicited during the months before the event.

VII. ATTACHMENTS