

# HOLIDAY SOCIAL

## Revised June 2009

### **I. OBJECTIVES AND RESPONSIBILITIES**

This committee organizes and plans the social normally conducted instead of the December membership meeting.

### **II. ORGANIZATION**

A manager appointed by the Vice President of Professional Marketing & Outreach 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. Attend monthly board meetings as necessary.
- G. 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.

This event is normally free for the membership with guests charged a nominal fee. Each year this should be reevaluated.

## **VI. ATTACHMENTS**

None