



JVOA Position Description: Activities Committee Chair

Overview

The objective of the Social Committee is to foster a cohesive community by organizing fun, interesting events so neighbors can meet and socialize with each other. Event ideas include barbeques and potlucks, craft classes, game playing (cards, board games) events, welcome parties for new residents, billiards tournaments, trivia events, and bingo.

Role and Responsibilities

Specific roles and responsibilities of the Committee Chair are as follows:

- With committee members, brainstorm ideas for association social events and plan events for the year in advance
- Reserve event dates and times on the clubhouse calendar
- Lead committee to plan, organize, and conduct each event
- Submit a newsletter article about the event for publication in the *The View*
- Coordinate the creation and distribution of event flyers
- Recruit additional volunteers for each event (setup, cleanup, decorations, music, etc.) as needed

Desired Skills

- Computer skills: e-mail, texting
- Good communication skills
- Organizational skills
- Attention to detail