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## Committee Goals

Our events and the member-volunteers who put them together, form the heart of the



Club. Unlike experiences you may have had with some other committees, though, Newcomers committees are social and enjoyable, as well as productive.

Members say that working on a committee does more to build friendships than does going to events. This is one of the key rewards to committee work in our Club.

## Roles and Responsibilities of Committee Chairs

The chair's role is to manage the following important functions:

- Ensure that Club Policies and Procedures are followed during the planning of events and at the events themselves.
- Arrange and facilitate committee meetings and participation, including delegation of work among all committee members In a friendly and collaborative manner.
- Become familiar and proficient with navigating the administrative portions of the Club's website, or designate a committee member able and willing to do so.
- Identify persons with leadership potential and encourage them to consider a leadership role, whether it is on your committee or another one.
- Represent Committee on the Club Board.

## Planning an Event

Events are primarily planned through committee meetings. Your committee may wish to assign members a different task for each event, or members might prefer to take on a specific task for the six-month term, or they may want to each plan a different event.

Schedule your events responsibly, paying attention to whether other events are scheduled for the same time period, particularly Club-wide events, such as the Sip & Sign, Sunday Socials, and Board Meetings. Remember, the idea is for your committee's event to complement, not compete with, other events.

### Choose a Venue

Events may be held at a public venue, or in a private home. Many events are location-



driven - that is, the event is all about the public venue, such as a tour of a museum. Some events are topic-driven, and could potentially be held anywhere. A good resource for selecting public venues that might fit your event requirements, i.e. restaurants or parks, is the list of past events in the Admin view of the SBNC website. Don't hesitate to look for an original event location, and approach the venue to find out if it would be possible. If you have questions about a location's suitability, you can reach out to your VP for Activities.

If you book a public venue, make sure to confirm the day, date, and time in writing with the venue. Make sure the venue knows that your committee will arrive early to set up. The venue may ask you to provide a certificate of insurance in order to hold your event there. If this is the case, see "Insurance" in the Club's Policies and Procedures.

Events can also be held in private homes. The House Registrar maintains a house registry of available vetted homes. To find a home not on the registry, you might want to check with family, friends, and former members. You are not restricted to current members' homes; however, all private homes must be approved by the House Registrar in advance of posting the event.

## **Boating Events: Special Considerations**

The Club has special procedures for boating events to help ensure that they are covered by the Club's insurance policy. These procedures require you to discuss your committee's proposed boating events with the VP of Activities before it is posted on the Club's website or published in the eNews. See "Insurance" in the Club's Policies and Procedures (posted on the Club's website) for additional information.

## **Budget & Approval Thresholds**

Each committee begins the term with a zero balance, regardless of what the previous committee did. Your committee profit/loss may fluctuate from month to month, but the goal is to break even over the six-month term.

Your budget for an event consists of the income you produce from your event and the expenses required to put on the event. Each event that incurs expenses and/or takes a registration fee will need to provide a budget proposal, for review by the VP for Activities, at the time of submission to the Club's Event Calendar.

If total income/expenses will exceed \$1,500, you must get a written budget approval from the President, Treasurer, and VP of Activities before proceeding. Please refer to the Policies & Procedures (Page 3, item #3) for further details. A sample event budget



is on the Chairs Forms Page.

Also consider that events that are free to participants have a higher rate of no-shows, so consider charging a minimal amount (for example, \$10).

### **Official Guests or Non-Paying Attendees**

The following individuals are not charged for events, except where there is a “hard” per-person cost (for example, to purchase tickets to a public event): the Club President and his/her spouse/partner; the VP of Activities and his/her spouse/partner; and, where applicable, the host(s) / hostess(es) and their guests or Board member designees to be chosen by the President or VP’s. Board members who seek to avail themselves of this perk should consider the total number of registrants for both budgetary and fairness purposes, and committee chairs should feel free to remind them.

When you post an event, you establish who may register and how many in each category, including non-paying Host(s) and their guests, Working Committee members (paying members), and regular Newcomers. For some events (such as Newcomer Orientation), Newbies are also an identified category. The hosts may invite up to two guests of their own. (See “Non-Member (Alumni and Guest) Policy”) Neither the hosts nor their guests are required, and should not be asked, to pay for the event.

### **Non-Member (Alumni and Guest) Policy**

Club activities are intended primarily for the members of Newcomers, with the goal of getting to know each other and our new community. Some Club events do not require registration, and are open to the public to attend, such as TGIF, Happy Hikers, Weekend Amblers, Knitters and Crafters, and Plein Air Art Making. However, most events require registration, and do not allow attendance by non-members, to include alumni, member guests, and the general public.

The Club recognizes that there are some occasions where including non-members is beneficial. The Club permits each committee to organize up to one event per term that is designed in advance to allow attendance by non-members. In these cases, the non-member attendance must be approved in advance, and the event must be held in a public venue. Club members must be given a minimum period to sign up before registration is opened to non-members.

The Club’s liability insurance policy does not permit us to invite guests, including Newcomers Club alumni, to attend events in private homes. The hosts or hostesses of an event in a private home are not required to be Newcomers, and the host(s), whether



or not they are Newcomers, may invite up to two guests, who must be at least 21 years of age and who are the responsibility of the host(s)/hostess(s).

If a non-registered person (non-member or member) arrives for an event in a private home, do not let that person enter.

## **Post the Event to the Club Activities Calendar**

Once you have all the details regarding your event, you will need to post it on the Club Activities Calendar. It is advised to post your event four to six weeks prior to the event, to allow for the event to be approved, and appear in the Calendar, and then give members time to sign up for the event. This is done via the [Event Posting Form](#) (aka JotForm). See guidance on how to complete the JotForm on the Club website under Chairs/How To's & Training Guides.

Be sure to write a compelling description of your event, to get members excited to participate. You will also be able to include an image or two with your event description – take the opportunity to make the event attractive to potential registrants.

Committee Chairs are responsible for submitting their committee's events to be approved by the VP for Activities, and subsequently posted on the Club Activities Calendar. You should complete and submit the JotForm on a schedule that allows the VP's and others time to get the event approved and posted. Your VP's will give you guidance on specific "due dates," usually no later than one full week prior to the date on which the event is to open.

Remember, for events that have a budget over \$1500, you will need to get prior approval that will take an additional 5-7 days to coordinate. Please plan ahead for these events so they will have enough time to get approved and attract maximum registration.

## **Pre-Event Visit of the Venue**

It's a good idea to visit the venue in advance to discuss the event with the hosts and plan a safe, successful event. Below is a checklist of items to consider when you make that initial visit.

- **Parking:** Committee planners must consider and plan for the adequacy and safety of parking for registrants.
  - Where can committee members park to deliver supplies?
  - Where should bartenders and/or musicians park?



- Where should they enter home?
- Where should Newcomer signs be placed to best direct vehicle and foot traffic?

- **Restaurant/Bar Bills:** Pay-for-what-you-eat-or-drink events in restaurants, bars, etc., have sometimes resulted in bills not being paid and/or poor tipping, leading to our Club not being welcomed back. Make sure you stress the importance of tipping well, and make sure that bills are paid before members leave.
  - It is a good idea to ask waiters to collect credit cards or cash upon service so that there are no problems.
  - When participants individually order and pay for food and drinks at the counter, these problems are mitigated.

## Buy Supplies

The Working Committee member for your event may need to procure supplies. You should have budgeted for any supplies that need to be purchased. In addition, there is a wide variety of supplies available for use in the Club storage unit, many of which are re-usable, but also including some that will be consumed/used for your event. Any of the supplies in the storage unit are available to use for your event. Here are some guidelines for obtaining supplies for Newcomer events:

- Check the Club storage unit before doing ANY shopping for the event as there is almost always excess supplies available. There is an inventory list in the storage unit (and also available under the Chairs Resources on the website).
- Keep your budget in mind. If the registration of your event is not the maximum number you planned for, you may want to adjust your spending accordingly, if possible
- When you buy in bulk (things like plates, napkins), it will probably impact your budget for that month's event but will even out over the term.
- Check out items from the storage unit as close to the date of your event as possible, and return any borrowed supplies to the storage unit promptly (clean and dry) and check them in.

## Wine, Beer and Other Beverages

Don't forget the ice and the corkscrew! Be sure to offer plenty of non-alcoholic



beverages at events at which alcoholic beverages are served.

If you are serving alcoholic beverages at your event, or if participants bring their own alcohol to drink during the event (i.e., Dining In), you must display the “Alcohol & Cannabis Consumption Policy” at your bar(s). A printed copy of this policy can be obtained from the Club’s storage unit or from the VP of Activities, or printed from the Club’s website.

Having a member serve the drinks creates a friendly atmosphere and facilitates compliance with the “Alcohol & Cannabis Consumption Policy.” Committees must arrange for members to bartend at any event with more than 15 participants. At larger events, alcohol should be put away when not served by bartenders. A designated committee member should be assigned to monitor alcohol consumption at events with 15 or fewer participants that are not required to have a committee member act as bartender.

In no circumstances is alcohol to be served to any member who is or appears to be impaired. The Club will reimburse anyone who pays for such member’s transportation home.

Remember, there are serious ramifications to the service of alcohol to a person known or suspected to be Impaired. Those ramifications affect not just the Club, but could affect the host, committee members and volunteer bartenders.

### **Host Gift**

If the event is going to be in a private home or is going to feature a non-member lecturer or speaker, a gift card can be an appropriate “thank you” gift, and it is appropriate to present it during introductions at the event.

The amount of the gift card may depend on the nature of the event but, in general, the Club suggests no gift certificate for small events of 10 people or less and up to \$50 as an appropriate amount for larger events.

## **Executing an Event**

### **Manage Registration and Wait List**

As a chair, you will need to monitor the status of registration for your committee’s events. You should be looking for several situations:



- Low registration: If the registration level is low, and remains low close to your event date, you will need to consider whether and when you should cancel the event. This would be appropriate if you might incur an expense that you won't be able to cover with insufficient registration fees – such as a facility rental. If you decide to cancel the event, contact your VP for Activities for next steps. Do not cancel any registrants – this will happen in the course of cancelling the event.
- Good registration: If your event has good registration turnout, but is not full (sold-out), and you are notified by a registrant that they need to cancel, you will not be able to coordinate a refund until the event sells out. You will need to communicate to the cancellee that they will be missed, but no refund will be possible unless the event sells out and a replacement can be identified from the wait list.
- Full registration (Sold-Out): If your event is sold-out, congratulations! Events that are fully registered may generate a wait list if more members are interested in attending. You have the option to notify your VP for Activities to request expanded registration for your event, if this is possible given the nature of your event. Otherwise, once your registration is full, your event may have a wait list. Once this happens, you may be able to arrange for someone from the wait list to replace someone who would like to cancel. If a registrant cancels, you would need to first ask any Newbies on the wait list, followed by regular Newcomers on the wait list, if she/he wants to take that place. Refer to "Managing Registration and Wait Lists" guide for details on cancelling the registrant and registering the waitlisted member.

## Newcomers Signs

You are encouraged to use the Newcomers signs at all events. Newcomers signs are stored in the Club storage unit. The large signs are generally the most useful to direct persons to the event location or parking. Smaller, hand-held signs are convenient for gatherings where it is not possible to leave a sign on a sidewalk, or easily stow it after everyone has arrived. Please return any signs that are not in regular use to the Storage Locker.

## Name Tags

Whenever possible, print or otherwise provide name tags at your event. Nametags allow Newcomers to easily start conversations with each other, and get to know each other, which is the main purpose of attending events. In addition, you should identify



Newbies on their name tags in some fashion, such as with a star or asterisk. Please also make name tags for the host(s) and their guests.

Name tags are available in the Club storage unit. Please only take the amount of name tags needed for your event, since this is a high volume supply. Instructions on how to print name tags using a home printer are available for Chairs under Forms. Otherwise, it is common to hand-write the name tags, or have attendees write their own names. The main thing is that name tags help facilitate socializing, so please make sure to provide them for your event.

## **Attendance and Introductions**

Make sure the people who arrive are members. Non-members are not allowed unless the event posting allowed for non-members and the event is being held in a public venue. Ensure attendees actually registered for the event and refuse access to those who did not register. No Drop-Ins are allowed for events for which registration was required.

Early during the event, ask people to gather; thank the host/hostess (and give the host gift); introduce the President and any Club officers in attendance. Acknowledge your committee members and thank them for their contributions. Invite Newbies to introduce themselves.

Note any no-shows and notify the VP of Activities of members who frequently fail to show up for events for which such members registered.

## **Photos**

Make sure that there are photos taken at the event for sharing on social media and in the Club e-Newsletter. It is a good idea to assign one of the Working Committee members to take photos. Photos of the group, as well as candid photos of the activities are welcome. Photos should preferably be in vertical format, in focus, and show members having a good time!

## **After an Event**

### **Clean Up**

It is the Committee's responsibility to make sure guests leave at the advertised time and that the venue is cleaned up/clean up thoroughly after events. Do not expect hosts in private homes to be responsible for clean up, including the removal of all trash.



Report any property mishaps to the host and the VP's of Activities and do so as soon as practicable.

## Photos

After the event, send .jpeg or .png photo files to the VP for Marketing at [marketing@sbnewcomers.org](mailto:marketing@sbnewcomers.org) as soon as possible, so they can be shared soon after the event.

## Reimbursements

Committee members who purchased items for the event should submit for reimbursement within three days of the event. Guidance on how to submit the reimbursement request through Bill.com are available on the Newcomers website under Member information.

Encourage committee members who are filing for reimbursements to provide the committee chairs with a report of expenses, so you can track expenses against the proposed budget. As mentioned in the budget section above, the account balance for each committee is carried over the entire term. An event that goes over budget this week may be offset by an event that has a surplus next week. The goal is to break even at the end of the term. For this reason, it is a good idea to keep general tabs on spending as compared to the budget and actual income. The Club Treasurer will provide financial reports for each committee each month at the Board meetings.

## Archives

Make a record in a format with which you are comfortable about any details on the event which may be useful for someone planning such an event in the future. Such a record should be passed on to the next chair of the committee.

## Committee Management

### Sip 'n' Sign

Sip 'n' Sign is the Club's primary committee recruitment event, held near the end of each term. It is an opportunity for all of the Club's committees to advertise their committee and get new committee members in a fun and social environment. Because it falls at the end of the term, the outgoing and incoming chairs can often coordinate and tag-team representing the committee at this event.

If you have a poster or other materials that you have used to decorate your sign-up



table, it's a great idea to save and pass those items along to the next committee chair for use at the next Sip 'n' Sign. Six months goes by quickly!

## New Members

In addition to anyone who signed up during Sip 'n' Sign, you can continue recruiting new persons for the committee during the course of your term as committee chair. You might attract new people to your committee at your committee's events, since these members are interested in what your committee is doing. You can also talk up your committee at Club-wide events, or other committee-sponsored events that you attend.

Keep your committee membership list current by updating the Committee Sign-Up "event" for the current term (listed in the Events List in Admin view). Add new members and remove inactive members as needed. See guidance on how to do this under Chairs How-To's.

## Working Committee "Credit"

Among the reasons Newcomers join committees is to earn credit for a third-year membership in the Club. As a courtesy to yourself, and to the next chair of your committee, keep running records of member Working Committee participation (or other duties on your committee) so you can easily respond when/if you are asked by the VPs for Membership to confirm whether a member has earned the credit for service.

Members must apply to obtain a third year membership, and this might happen at any time during the year.

## New Chairs and Transition Month

You should also begin thinking about who could be the committee chair(s) for next term early on. Notice who is stepping up as a leader in the group. Delegate tasks to other committee members as a way to boost confidence and familiarity with the responsibilities of putting events together, and the various administrative jobs.

The months of January and July are transition months, during which the old committee chair(s) work with the new committee chair(s) to plan upcoming events together and hand over information. As outgoing chair, you should meet individually with the incoming chair to go over the documents you've used, the procedures you've developed, the typical challenges the new chair might encounter, what has worked well over the past term, and how you have managed committee members' participation.



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Finally, you should consider holding a social event to thank your committee, celebrate its work, and welcome the new committee members. Use these transition-time committee gatherings to encourage knowledge sharing from members who may be graduating, and to get fresh ideas from new members.