



COMMITTEE CHAIR GUIDELINES

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Committee Chair Checklist

As Chairs, you should be familiar with the Bylaws and with the Policies and Procedures, which can be found on the Club's website under "Members Area / Resources / Governing Documents." You should also access the Chairs/Training Guides page for answers to most questions you are likely to have during your tenure as a Chair. There are instructional videos, demos and instructions on preparing posting forms, guides to managing events once they are posted and then information on reimbursement for expenses. Please be sure to attend or have representation at all Chair Training sessions!

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 following 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 Board

Budgeting & Approval Thresholds

Each committee begins the term with a zero balance, regardless of what the previous committee did.

Your budget for an event consists of the income you produce from your event and the expenses required to put on the event. If total income/expense will exceed \$750, prior to posting the event, you will need to prepare and submit to the VP of Activities an event budget for approval. If total

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income/expenses will exceed \$1,500, you must submit a budget to, and get a written 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.

Your committee profit / loss may fluctuate from month to month, but the goal is to break even over the six-month term. 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.

Event Planning

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 Dine & Sign, Nice to Meet You and Board Meetings. Remember, the idea is for your committee's event to complement, not compete with other events.

Event Planning:

- Book the venue; confirm the day, date, and time in writing with the venue. If the event is in a private home, make sure that the home is on the Club Registry. If the event is in a public venue, obtain a certificate of insurance, if necessary (see "Insurance" in the Club's Policies and Procedures.) Make sure the host knows that your committee will arrive early to set up.
- Determine who can attend your event. If the event is held indoors or a combination of indoors and outdoors, and, effective 12/20/21, it is now the policy of the Club that only members who have their vaccine record on file may attend. For outdoor events, all members may attend.
- Develop an event budget. If your event will involve income/expenses of more than \$750, submit that to the VP of Activities for approval. If your event will involve income/expenses of \$1,500 or more, a budget must be submitted to the President, Treasurer, and VP of Activities for written approval. (See Budgeting & Approval Thresholds in this document or Club Policies and Procedures, page 3)
- Complete and submit the [Event Posting Form](#) to the VP of Activities 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." The [Posting Committee](#) will use the information obtained from this form to post the event. Submit the posting no later than one full week prior to the date on which the event is to open.



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- If the event is going to be in a private home or is going to feature a non-member lecturer or speaker, secure a gift card as a "thank you" gift. The amount of the gift card may vary, depending on the event, but a general suggestion is that the amount not exceed \$50.
- Print or otherwise provide name tags; identify Newbies on their name tags in some fashion, such as with a star or asterisk. Name tags are more Important at larger events than smaller, but they are helpful to Newcomers.
- Manage wait list. If a registrant cancels, ask the next person on the wait list if she/he wants to take that place, giving priority to Newbies. Refer to Managing Your Event After Its Posting guide for details on cancelling the registrant and registering the waitlisted member.
- Be responsible for recording properly the details surrounding an event registration, including whether a refund is authorized.

During the Event:

- 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.
- Make sure guests leave at the advertised time and that the venue is cleaned up.
- 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.

After the Event:

- Collect receipts and fill out the F.A.R. (Financial Activity Report). Submit it to the treasure within three days of the event.
- 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 record should be passed on to the next chair of the committee.

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.

Non-Member (Alumni and Guest) Policy

When you write up the event details to post an event, you establish who may register and how many in each category: working committee members, officers/spouses, host/hostess(s), Newbies (if specified), and regular Newcomers. When your event is held in a public venue (e.g., park,

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restaurant, bar, theater, etc.), you may invite non-members, including Newcomers Club alumni and other guests, with the consent of the President or VP of Activities. You must also adhere to current vaccination policy and protocols. You must first open the event to Newcomers if the event requires registration (and registration is limited). Allow an adequate amount of time for Club members to register before opening it to alumni and guests. Non-members are to be charged an activity fee that is not less than the fee that is charged to members for the event.

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.

Choosing a Venue

The House Registrar maintains a house registry of available member homes; however, we may not always have enough venues, and each committee is encouraged to find its own. 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. To find a home not on the registry, you might want to check with family, friends, and former members.

A good resource for selecting public venues, i.e. restaurants or parks, is the Event list accessible on the SBNC website while in Admin mode of past events.

Working with the Event Host, Assessing the Site

Once the home is approved by the House Registrar, go to the home in advance of your event 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

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

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Host Guests

The hosts may invite up to two guests of their own. (See "Non-Member (Alumni and Guest) Policy" above.) Neither the hosts nor their guests are required, and should not be asked, to pay for the event. Make name tags for the hosts and their guests.

Clean Up after All Events, particularly those in Private Homes

- It is the Committee's responsibility to 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.

Host Gift

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.

Buying Supplies

Here are some guidelines for buying supplies for Newcomer events:

- Check the storage closet before doing ANY shopping for the event as there is almost always excess supplies available.
- Keep your budget in mind.
- 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.
- Keep newly-purchased supplies in the Newcomers storage unit unless your event is coming up very shortly. Return supplies to the storage unit promptly (clean and dry) and check them in.

Wine, Beer and Other Beverages

- 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). The Policy can be obtained from the Club's storage unit or from the VP of Activities, or printed from the Club's website.
- Be sure to offer plenty of non-alcoholic beverages at events at which alcoholic beverages are served
- Don't forget the ice and the corkscrew!
- Having a member serve the drinks creates a friendly atmosphere and facilitates compliance with the "Alcohol & Cannabis Consumption Policy," but committees must arrange for

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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.

No-Cost or Pay-For-What-You-Eat-Or-Drink Events

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

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 tell 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.

Newcomers Signs

You are encouraged to use the Newcomers signs at all events. Committees will be given and asked to store the Club's signs to use with their events. Each committee should have one sign, and in most cases two; if you need additional signs, you can check with other committees and arrange to borrow theirs or check with the Member at Large who may have a few in storage. The large signs are generally the most useful to direct persons to the event location or parking. Please return any signs that are not in regular use to the Storage Locker.

Recruiting and Succession

It is Club policy that the chair of a committee may serve up to two terms. After two terms, a new chair needs to be recruited. In unusual cases, the chair of a committee may serve additional terms as chair, with the approval of the President.

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You should begin recruiting new persons for the committee during the course of your term as committee chair.

Rewarding Your Working Committee Members

Among the reasons Newcomers join committees is to earn credit for a third-year membership in the Club. At the end of the term, committee chairs will be asked to report who has been an active committee member, earning the credit for service that can lead to that third-year membership. A third-year is not automatically extended, even for contributing members. That member must apply to obtain a third year membership, so committee chairs ought to keep some record of the extent of volunteers' participation.

Ending the Term – Transition Month

The months of January and July are transition months, during which the old committee works with the new committee to plan the next event 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.

It is also a good time to walk the new Chair through the SBNC Website, discuss the events you held, and go through these Chair guidelines together as well as go over any details to help the new chair move smoothly into the position. Ideally, you help the new Chair set up their first event in the transition month.

Finally, you should consider holding a social event to thank your committee, celebrate its work, and welcome the new committee members.