

AGM & Dinner Sub-Committee Chairman

Role and person specification

Role

- To enlist assistance from Committee members to be members of the sub – committee and advise them accordingly.
- The chairman's role is, with assistance from sub-committee members, to recommend to the SSGS Committee suitable venues at which to hold the AGM & Dinner.
- Undertake a review, with the Committee, as soon as possible after an AGM & Dinner to identify any issues that need managing before the next year's event.
- To make the necessary provisional arrangements with each year's host organization in respect of service requests and dates during the year together with the date, menu and costs for the AGM & Dinner.
- Submit provisional arrangements to the Committee for their approval and confirm with the host organization by March each year.
- Commence regular sub-committee meetings from May each year and agree which sub-committee members will undertake requesting 4 X Ball vouchers from the host Club managements during the year.
- Monitor feed-back from SSGS members concerning previous year's AGM & Dinner
- Undertake occasional reviews and make proposals to the Committee for any improvements based upon the members feed-back.
- Agree proposed menu and costs with the Committee at the May Committee meeting.
- Write a letter to all members before the June golfing meeting to remind them to diarize the AGM & Dinner.
- Invite a Committee member to act as M/C for the AGM & Dinner.
- Invite member/s of the host organization's management to be SSGS guest/s at the Annual Dinner by the end of June.
- Liaise with Competitions Secretary/Web site manager and Treasurer to arrange an effective monitoring of members applications and payments for AGM & Dinner tickets.
- Write to all members requesting raffle donations and where possible ask for them to be brought to either of the last two golfing day venues.
- During September liaise with Competitions/Web site Secretary to post application /payment receipts forms on the web site.
- Produce Arrange for assistance, if necessary, for the trophy keeper to ensure all the trophies get to and from the engravers/ host organization.
- Develop effective monitoring system for members menu and seating preferences together with the issue of receipts for monies received for same.
- Produce a 'Schedule of Events' for the AGM & Dinner for approval of the M/C and Committee.
- Liaise with the President and President elect to confirm the timings for both the AGM and the Annual Dinner.
- Liaise with the guest to ensure that he is aware of his role during the Annual Dinner.

- During the fortnight before the AGM & Dinner liaise with Sub – Committee members and hosts' management on a regular basis to: -
 1. Confirm numbers of attendees including any guests.
 2. AGM Agenda together with appropriate paperwork to be prepared.
 3. Table and seating plans with menu choices to be laminated for display on the evening.
 4. Agree final table plan and seating plans.
 5. Ascertain time to have access to dining and trophy display facility.
 6. Set up a/c facilities to enable sub-committee members to obtain lunch, drinks during the setting up on the day of the AGM & Dinner.
 7. Agree position of tables for trophies, raffle and silent auction.
- On the day of and during the AGM & Dinner the following activities will need to be monitored/managed.
 1. Sub – committee members gain access to facility.
 2. All trophies, raffle and silent auction donations to be transferred to the location for the AGM & Dinner and displayed on the appropriate tables when prepared by the host staff.
 3. All AGM paperwork, seating plans distributed to all tables once tables have been positioned by host staff.
 4. Sub – committee members to prepare raffle items and display them on the bespoke table. Raffle tickets to be prepared for distribution to all tables and once the guest has drawn the winning raffle tickets, during the dinner, said tickets to be attached to prizes as drawn.
 5. All silent auction items to be displayed upon a bespoke table. Each item to be identified by a bidding sheet to be attached to a clip board with biro.
 6. Ensure, by whatever process, the monies collected for the staff gratuity are given to the guest to present to the staff representative at the end of the dinner.
 7. Liaise with Treasurer to ensure that the winning bidders for the silent auction items together with the winning bids are gathered before distribution of the silent auction items to the winners.
 8. Liaise with the Treasurer to ensure the names/ numbers of attendee's match with monies received into the SSGS a/c.
- Ensure that within the next four weeks that: -
 1. All internal/external people/organizations are thanked for their contributions to the previous year's event and make a provisional booking for the next years event at the same place as the previous year's event.
 2. A straw poll/ informal review is carried to ascertain the consensus of the members and their opinions of the current year's event before making proposals to The Committee at the December meeting for the next year's arrangements.

Person Specification

- Ideally will have been a member of the Society for several years.
- Will preferably have served on the Committee.
- Will ensure that the Sub – committee members views are reported accurately to the Committee.
- Be prepared to ascertain all members views and look for alternative venues and arrangements to improve the attractiveness of this Society annual event.