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# **GUIDE TO CLUB SOCIAL DIRECTOR**

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# Congratulations !

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Congratulations on your appointment to your Club Board as the Social Director. Every Apexian wants Apex to be fun. They want to feel that they and their family, BELONG. Fellowship is one of the sides of the Apex Triangle - and you have taken on the wonderful fun job to co-ordinate fellowship this Apex year. Just how much fun they can cope with will be up to you ?!\*!

A club that has real fellowship - between members and between families, will be a successful club. "A club that plays together, stays together". Your role is vital in developing and maintaining fellowship in your club. To make a success of it you must be prepared to do three things :- **Plan, Communicate, Work.**

## **1. PLAN**

- a) sit down with the outgoing Social Director to talk over ideas, successes and failures
- b) try to set up a program of regular social functions (say one per month)
- c) set tentative dates for these and have these dates recorded in your Club Calendar and published in your Club Newsletter. When setting the dates try to avoid clashes with District and State Apex functions such as conventions or training days and with special days such as Mother's Day.
- d) Try to get a balance in your program :-
  - family functions versus adult only functions
  - low cost versus expensive functions
  - new ideas versus old favourites
  - functions for the younger members versus those more suited to the older
- e) Keep the climate in mind when setting your program
  - indoor functions in colder weather, outdoor in warm weather
- f) For each function, prepare a running sheet containing a list of essential tasks to be carried out and items to be obtained. Some items which are sometimes overlooked are liquor licenses, BBQ tools, soft drink for non-drinkers.
- g) At the end of your year, try to hand your successor a comprehensive file including the running sheets, costs for various functions and contact people etc.

## **2. COMMUNICATE**

- a) once your program of functions has been planned, start giving forward notice that they will be coming up. Use the club newsletter to give at least 6 to 8 weeks notice of major events. This allows members to plan their calendar of events with consultation with their family eg: to co-ordinate babysitters etc
- b) when checking on numbers who will be attending a function, ask for "definite" and "possible" numbers separately and early. This will avoid disappointment and even financial loss if people who signified interest do not attend the function.
- c) Make sure that the last two club newsletters before the function contain full information
  - date, time, place, cost, how to get to the venue (particularly important for new members), what to bring and what will be supplied
- d) Talk to members individually and encourage them to attend, particularly newer members
- e) Make sure the member's partners are kept well informed about your program too - maybe even consult them about your ideas early in the club year. Enlisting their help may well be a wise move to help ensure the success of the events.

- f) After the event, write up a brief report in the Club Newsletter to thank those who helped and to let those who did not attend what a great function they missed.

### **3. WORK**

Do not underestimate the work involved in the Social portfolio. It affects everyone in the Club - members, partners and families. You need their support to make the year a success, so you must be prepared to put in a lot of effort yourself.

Certainly, you should delegate tasks to other members, particularly if you have a Social committee working with you. But it is still up to you to check and make sure things get done.

If possible you should attend all the social functions and arrive early to make a last minute check on arrangements.

### **4. FELLOWSHIP AT MEETINGS & SERVICE WORK**

Some Clubs stay at the venue of their Club meeting for fellowship after the meeting, others regularly go back to a member's house. Either way, you may need to co-ordinate this so that all members know "where the fun is to be had" and arrange for drinks and perhaps food etc.

It is also a good idea to try to encourage members to stay for a few drinks after a working bee, particularly in hot weather and where time permits. Some clubs are even known to start their working bees with a breakfast first ! Not sure how much work would then be done, but it's worth a try !

### **5. IDEAS FOR SOCIAL FUNCTIONS**

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| • Progressive Dinner Party                        | • Tenpin Bowling Night  |
| • State & National Conventions                    | • District sports night - lawn bowls maybe !                                      |
| • House Party                                     | • Roller Skating night  |
| • Wine & Cheese Tasting                           | • Bus trip to football or cricket   |
| • Car Scavenger Hunt                              | • Bus trip - shopping tour  |
| • Pool Party (great in summer)                    | • Bus trip to a stage show  |
| • Mystery Bus Trip                                | • Wine bottling   |
| • Beach Picnic/Cricket Match                      | • Family Camping Weekend  |
| • Tennis Picnic                                   | • Champagne Breakfast   |
| • Theatre Night with chicken and champagne supper | • Theme Party/Picnic - Halloween, Medieval, Christmas, New year's Eve             |
| • Inter Club Visits                               | • Snow Trip - maybe fund a group of underprivileged kids to the Apex Kid's Chalet |

### **6. SERVICE - THE BASIS TO ALL ENTERPRISE !**

When organising the Apex Kid's Christmas Party, invite another group along to join in the fun - a single parents group or an intellectually impaired group. Consider how the fun that you're planning might be of benefit to others in your community - not to mention the membership potential of the parents !