

## **SOCIAL COMMITTEE**

### **Responsibilities**

- To organize social events, in accordance with the established schedule of events, or at the request of the Executive, for the enjoyment of the membership of the Society and to enhance collegial relationships within the legal community;
- To prepare event budgets, schedules and programs, book venues, arrange catering or other services as necessary; and
- To work within the total annual budget for social events established by the Executive.

The Committee should have a minimum of five members.

The Chair of the Committee is chosen from among the members.

Staff support to the Committee is provided by the Communications and Planning Coordinator.

### **Membership Qualifications:**

- An interest in planning and participating in LSNT social events;
- The ability to participate in the planning activities for events; and
- The ability to work together to develop, manage and report on an event budget.

### **Reporting Requirements:**

The Committee will prepare an after-activity report, along with an accounting of expenses to the Executive Director, following each social event.

The Committee will provide a semi-annual report to the Executive on activities. In addition, the Committee will prepare an annual report for publication in the proceedings of the Annual General Meeting of the LSNT. In addition the Committee and/or the Chair will meet with or report to with the Executive on an ad hoc basis at the call of the President.