

## **RESPONSIBILITIES OF THE ENTERTAINMENT COMMITTEE**

- Assist at enlisting members to chair Club events.
- Create a written proposed schedule of Club functions for the upcoming year which lists: event, date and chairperson(s). Present this schedule to the Vice Commodore for review and incorporation into the official Club Calendar.
- Provide guidance and assistance to party chairpersons as needed to make the event successful.
- Assure that chairperson(s) complete and submit Party/Financial Report forms to the Rear Commodore and Treasurer (forms are available on the SBYC website). A completed copy is to be filed in the respective notebook located in the office file cabinet. In addition to recording profit and expenses the report provides a foundation for future chairpersons in planning the event. Therefore, it is important that the forms are completed and comments (suggestions and shortfalls) are written in the comment section of the form.
- Be open minded and creative to new ideas that foster the philosophy and ideals of Sandy Beach Yacht Club.
- Communicate with the Vice Commodore on a regular basis to inform and update on the planning and progress of the functions.
- Provide a meal for SBYC participants at the Spring and Fall Club Cleanups.
- Provide refreshments and snacks at the SBYC Annual General Membership Meeting.
- Select, obtain and present awards (gifts) to chairperson(s) at the Harvest Dinner and Awards event.

