

Committee structure

- Two co-chairs
- Communications chair
- Treasurer
- Secretary
- Members—open to all members of the parish

C0-Chairs responsibilities

Determine needs within parish and build programs to fulfill those needs.

- Ensure no duplication of efforts exists Social Events Committee, Social Ministry and Home & School.
- Find leaders for each event and ensure a plan for a successful event exists.
- Provide support for the event chairs through inter parish communications and adequate advertising.
- Answer inquiries from parishioners seeking support of a new event.
- Assess current events on annual basis.
- Provides monthly update/report to Pastoral Council Parish Life representative.

Communications chair

Support marketing of events including information in the bulletin.

- Maintain information on the parish web site with regards to events and contact information.
- Explore the use of bulletin boards for events.

Treasurer

- Handles the accounting of all events and acts as liaison between event chairs and parish bookkeeper. Assess revenues generated from an event are in line to cover expenses of the event.

Secretary

- Maintain meeting minutes and agendas.
- Aid in coordination of calendar for events
- Communicate meetings to members and Parish

The IHM Social Events Committee should hold formal meetings four times a year September, November, January, and April. More frequent meetings of the committee members may be necessary.

Activities falling under the Social Events Committee include the following:

- Easter Egg Hunt
- Christmas Bazaar

Social and Service Activities to be added as decided upon by the committee and approved by the Pastor.