

## Vice President of Social Events

The club strives to bring members together “in social and intellectual exchange” and “build community.” Accordingly, the Vice President of Social Events develops a plan and a calendar for regular social gatherings throughout the year and oversees the implementation of social activities and events. The VP is an elected member of the Parents’ Club Board of Directors and typically serves for two years.

Working with a team of social event coordinators, the VP of Social Events encourages, schedules, and facilitates regular in-person social gatherings of Stanford parents/guardians, both on-campus and near campus. Large events will have at least one Chairperson who handles event management; the VP’s role is to answer questions, support, and trouble-shoot. The VP will work with the President and Chairs to find venues as needed and promote events.

Popular Events have included:

- Tours of Stanford attractions, including the Stanford Stadium, Cantor Arts Center, Rumsfeld Map Center, Central Energy Facility, and more
- Attending on-campus lectures, performances, games, and special events together
- Off-campus garden receptions
- Coffees, lunches, and tailgates at assorted campus eateries
- Walks and other outings on and around campus
- Apricot Jam Camp (June)

The VP of Social Events:

- Oversees the Social Event Coordinators. Works with the team to plan and implement fun and interesting social gatherings for members.
- For larger events, works with the Chair to collect RSVPs, create volunteer schedules, and sell tickets.
- Engages with members and encourages participation with the club and with Stanford.
- With input from the Event Chair, creates Signup Genius schedules for volunteer signups as needed. If tickets are sold, manages the Brown Paper tickets account. When cash or checks are involved, coordinates cash box management with the Financial Secretary.
- After the event, thanks chairs and host. Makes sure the Chairs thank their volunteers and submit/update an annual event report.
- Ensures that all Social Event chairs complete/update an event report at the end of their event. Files in the electronic records of the VP of Social Events and sends to the President Elect.
- At the end of the year, updates the report and documents for the VP of Stanford Events position. Files in the electronic records of the VP of Social Events and sends to the President Elect.
- The VP of Social Events attends monthly meetings of the Parent’s Club Board of Directors and reports on the club’s social activities. Assists with and advises on other club activities as needed.

