



Christmas Party Sub-Committee Charter

The ad hoc Christmas Party Sub-Committee is formed by the Vice President of the Board of Directors. This sub-committee will be overseen by the Social Committee.

This Committee Promotes the Following Club Mission:

- Enhance and promote the ownership and further the interests of the Chevrolet Corvette.
- Promote, sponsor, organize and supervise motor car outings, meetings, competitions and other Corvette related functions and/or events whether motoring or otherwise.

Desired # of Members: 3

Total Annual Time Commitment: 9 to 10 hours

Goal: The Christmas Party Sub-Committee is charged with planning and managing the annual club Christmas Party using the funds allocated to it by the annual club operating budget. They will work with the Treasurer regarding vendor payments and financial oversight.

Traditionally the club has subsidized a portion of the cost of the event. The sub-committee is expected to determine the full cost of the event and work with the Treasurer to:

- Determine member cost and club subsidy as approved by the Board of Directors. **No club funds (nor fees collected from members by the club to defray party costs) are to be used for the purchase of alcoholic beverages. The venue may provide alcoholic beverages; however, the club member must pay the venue direct as a cash bar.**
- The process for collecting member contributions.
- Ensuring that club finances are not put in jeopardy and that all Christmas Party expenses are defrayed by the agreed upon member cost and club subsidy.

Any contracts/proposals that must be signed with vendors are required to be put before the Board and membership for approval.¹

Time Commitment:

- January - February: 1 hour
 - Obtain Board of Director Approval for event venue. Presently the Angus Barn provides our meeting space at no charge to the club. Historically, we have in turn, held our Christmas Party at the Angus Barn.
- September – 1 hour
 - Initial planning session
- October – 2 hours
 - Organize details and financial plan for presentation at the October Board of Director meeting.
 - **Deliverables:**
 - Treasurer and Board of Directors approval prior to October general club meeting
 - Membership approval.
- November – 1 – 2 hours
 - Finalize event details.
 - Solicit member participation

- **Deliverable:** Optionally work with the RSVP Technical Coordinator to go live with an RSVP sign-up by early November
- December – 5 hours
 - **Deliverable:** Put on a great club Christmas Party!

¹Per the By-Laws Article V, Section 1 “The members of the Club, the Board of Directors, past, present or future shall not make contracts, agreements, partnerships, and or sponsorships without the full agreement of the Board and the membership. A proposal shall be made to the membership and a copy thereof shall be included in the notice of the next meeting of the members. Two-thirds of the quorum qualified to vote is required to accept the proposal.” A quorum will be established at the January meeting based on the average attendance of the prior year’s meetings. If a quorum is not met the proposal will be tabled until the next meeting.