OVERVIEW

The Director Social Events (DSE) is the chapter’s event planning expert responsible for preparing and executing social activities and events to promote friendship in the chapter and community. She is a resource to the chapter when planning special events that are not social and can support additional event planning needs when necessary. The Director Social Events takes responsibility for proactive aspects of risk management by ensuring a safe and satisfying social experience that follows all Pi Beta Phi and community/campus policies on event planning and risk management.

RESPONSIBILITIES

- Plans and executes social activities and events including sponsored and co-sponsored events.
- Implements risk management and safety procedures before, during and after all events.
- Serves as a resource to the chapter when planning special events that are not social and assists others on the Chapter Leadership Team with additional event planning tasks.
- Educates the chapter on required procedures for conducting social events in accordance with safe risk management practices, community/campus policies and Pi Beta Phi’s event planning guidelines.
- Completes campus or community event registration processes for all applicable events.
- Sets and communicates member and guest expectations before, during and after social events.
- Manages the chapter’s event monitor program through the selection, training and coordination of monitors for all events with alcohol.
- Familiarizes herself with the insurance, contract and legal aspects of event planning.
- Ensures the Chapter President signs all contracts on behalf of the chapter.
- Maintains positive relationships between Pi Beta Phi and other fraternities and sororities and student organizations on campus by coordinating social opportunities with and without alcohol.

KEY DATES AND DEADLINES

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>August</td>
<td>Ensure the completion of the chapter-wide risk management workshop for all chapter members before scheduling the first social event</td>
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<tr>
<td>November</td>
<td>Contribute to the chapter’s submission of the Risk Audit Report completed by the Vice President Risk Management by Nov. 1</td>
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<tr>
<td>Ongoing</td>
<td>Submit all contracts and insurance documents to the Risk Management Advisor 2-4 weeks prior to events for review before the Chapter President signs</td>
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<tr>
<td>Ongoing</td>
<td>Complete campus or community event registration processes</td>
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<td>Ongoing</td>
<td>Complete and file Event Information Forms for all chapter events</td>
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<tr>
<td>Ongoing</td>
<td>Meet weekly with Vice President Risk Management</td>
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MANUALS, GUIDES AND RESOURCES

- Chapter Evaluation
- Constitution and Statutes
- Emergency Procedures
- Event Planning and Management Guide
- Policy and Position Statements
- Policy and Position Statements Educational Guide
- Policy and Position Statements Review and Workshop
SKILLS FOR SUCCESS

**Problem Solving:** solves difficult and complex problems with effective solutions in the best interest of the chapter, Fraternity and community

**Modeling and Credibility:** adheres to and advocates for Pi Phi values, policies and guidelines; holds herself and others accountable

**Planning and Execution:** plans and organizes work effectively for herself and others; plans and runs effective meetings; understands available resources and delegates effectively

**Conflict Management:** navigates complex situations to find common ground and diffuse emotionally charged situations