

SOCIAL CONVENER POSITION DESCRIPTION

The Social Convener organizes and conducts social events which will introduce conference go-ers to each other, entertain them, and keep as many of them as possible in the Lodge over Saturday night.

General Guidelines

New events can be organized. Events should generally not be held more than three years in a row unless very popular.

Yearly Events

Some events are traditional. Changes in format or purpose should be discussed with the conference committee before implementation. Friday evenings are unopposed.

1. **Morning walks around Lac Beauvert (optional)** – Arrange for someone to lead early morning walkers (usually 6:00) on Friday and Saturday mornings. Have a sign up sheet at the Registration desk and ask that walkers sign up before 9 or 10 p.m. the previous evening.
2. **First Timers Get-Together on Thursday Night** – The Social Convener contacts
 - ~~///~~ the Presidents of LAA, ALTA, (and LRC if they are involved) and asks that they attend and extend a brief welcome. They usually have to leave early to prepare for the Presidents' Reception.
 - ~~///~~ A representative from the Lodge is also asked to talk about the history of the Lodge and offers prizes for the correct answers to questions.
 - ~~///~~ Ask Conference Committee members to attend so that they may be introduced.
 - ~~///~~ If a long time attendee and raconteur is available, have them pass on 'insider' information on how to get the most from the conference .
 - ~~///~~ Stress the importance of reading *Info-To-Go* each morning. Explain the significance of ribbon colours.
 - ~~///~~ The Exhibits Co-coordinator has usually collected gifts from vendors, some of which may be used as prizes during the get-together. You can also ask ALTA and LAA for prizes.
 - ~~///~~ If you are a follower of Ms. Manners, the Social Convener will send a note/card of thanks to the Presidents, the Lodge Rep., and any other person who contributed to the evening. (It is a good idea to remind those who receive gifts that vendors appreciate a thank you.)
3. **Saturday Night Costume Dinner**
 - ~~///~~ Social Convener, along with the rest of the committee, sets the costume theme for Saturday evening.
 - ~~///~~ The Lodge will decorate the dining room in accordance with the theme.
 - ~~///~~ Advertise the prize categories in advance (Best Female, Male, Group, etc.) and be certain that advertising is done early so that costumes can be made before the Conference.
 - ~~///~~ Asking one or two of the dining room staff to select the winners avoids accusations of favoritism. Staff may also win prizes for their costumes – as selected by Conference Committee members.
4. **Saturday Night entertainment**
 - ?? Normally the Social Convener selects two or three movies and shows the one selected through balloting. The movie is announced during Saturday lunch. The Lodge is asked before hand for a video projector and fresh popcorn. If the Social Convener is unable to attend the movie, arrangements must be made with someone to start/rewind and return the video.
 - ?? Historically, Christine Sheppard has arranged the wine tasting session. It is funded directly from ticket buyers. Other possible events are games, tournaments, or some event that includes family members.
 - ?? The dance has been a popular event. Hold it in one of the smaller rooms (Ballroom C is good). There is a good disk jockey in Jasper.

Winning a prize, no matter how small, gives the recipient something tangible to remind them of how good a time they had at the Alberta Library Conference.

Budget

The budget is set early in September/October. Previously it has been \$2,000.00.

The funds are expended on the cost of events, some gifts, and awards (used to promote/highlight the events).

Submit receipts to the Conference Treasurer within two weeks of expenditure.