

**New Sociables**  
**Happy Hour/Zappy Hour Activity Leader**  
**Job Description**  
**2024-2025**

1. There will be one Happy Hour per month generally on the afternoon of the second Monday of each month.
2. Happy hours will be held at various locations in the South Metro. Prior to the September meeting, the Activity Leader/s will meet to choose the monthly venues. This annual schedule should be provided to the Newsletter Editor/s for monthly inclusion as well as to the Website Coordinator.
3. The Activity Leader will book a reservation for an approximate number of attendees, and send the information on the venue to the Communications Coordinator who will then email invitations to the entire membership. This invitation to attend the Happy Hour will include the name and address of the location and a request to RSVP.
4. Based on the number of responses, the Activity Leader/s will contact the venue with updated numbers prior to the event.
5. At the venue, the Activity Leader will welcome attendees.
6. If health concerns or other unexpected occurrences prevent meeting in person, the event could be changed to a Zoom Happy Hour/Zappy Hour. The Activity Leader will schedule the Zappy Hour, request that the Communications Coordinator provide a Zoom link via email, and then facilitate a discussion via Zoom.