**S.O.S. Chair Duties:**

Plan and host one SOS event per month

Send an Evite to all Medical Partners (generally 3-7 days prior to the event)

RSVP at event location

Host event: greet members / introduce to one another, order food for all (members are responsible for their own drinks)

Pay food bill and submit receipt to MP Treasurer (You can take a photo with your phone and text e-mail to Treasurer)

Furnish name tags and markers at each event (receipts for supplies submitted to MP Treasurer)