

SOCIAL SECRETARY



JOB DESCRIPTION

Responsible To: Chairperson

Job Purpose: To organise the two main club events being the Christmas Party and Awards evening and the Summer Barbecue. To organise other social events during the year.

MAIN DUTIES

- Identify likely number of members and guests attending each of our main events.
- Advise committee of venue options for these events together with prices.
- Book venues and appropriate entertainment.
- Collect cash from members who have agreed to attend events (mainly Christmas Party) and pass on to Treasurer.
- Organise a number of other social events in the year.