

Social Secretary

Role Description

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The social secretary is responsible for the general face to face social gatherings, ensuring that all attendees encounter a fun and safe experience.

Responsibilities

* Seek the views of members as to the type of events they would welcome
* Pull together an annual calendar of social events in conjunction with the wider committee
* Support the promotion of events and actively encourage members to attend
* Organise events and collate attendance list (using facebook events where possible)
* In conjunction with the treasure arrange for payment / collection of funds from members