

ROLE OF THE EVENTS SOCIAL SECRETARY

The Events Social Secretary is elected at the Annual General Meeting (AGM), in accordance with the BFu3a constitution

Key Tasks:

- To organise any 'Open Days' requested by the Committee.
- To organise a 'Christmas Social' based on details supplied by the Committee.

- **Feasibility:** Research to be carried out for social events: cost – with or without travel, mobility/access, refreshment options, timing, minimum and maximum group size, deposit payment and cancellation clauses, cost to members. When the Events Social Secretary has the costs and details, they should be presented to the Committee for agreement.
- **Confirmation:** Following approval by the Committee, confirm event details such as bookings and request deposit and payment as required from the Treasurer.
- **Advertise:** Produce a flyer to advertise the event notices for Newsletter and website – all to include booking details with any booking deadlines.
- **Payments:** Arrange with the Treasurer how payment is to be made. Produce a record or spreadsheet of all payments received and any special requirements. Also advise Treasurer of payments made into the bank.
- **Member Bookings:** Confirm members' places and make sure members have a programme, times and mobile phone number of the organiser. Food requirements including allergies.
- **During the Event:** The Events Social Secretary may ask a group member to take photographs of the event and do a review for the BFu3a Newsletter or produce it her/himself. Photographs can also be submitted to the editor of Third Age Matters.

Advisable:

- Be given the opportunity to hold a Costco Card (to purchase food etc for various events as required)

Promotional Events:

- Assist the Publicity Officer with Promotional events

Special events

- Book venue for special events such as:
 - u3a Open days
 - BFu3a anniversaries
 - A Spring event
 - An Autumn Event (e.g. a BBQ)
- Help with New Members' meeting catering
- Arrange payment via the Treasurer

- Ensure any programme of events required by the Committee is organised and resourced.

Additional Socials:

- Chair a sub-committee formed each year to organise these events as required by the Committee.
- Recommend to the Committee where it is to be held and what type of catering and if totally self-funding.
- Keep a record of all members' names purchasing tickets.
- Produce an alphabetic list to be available on the day for checking attendees in.
- Keep records of food and drink quantities ordered and used for use in future years.

Christmas Social:

- Chair a sub-committee formed each year to organise this event.
- Keep a record of all members' names purchasing tickets who request to attend.
- Produce an alphabetic list to be available on the day for checking attendees in.
- Keep records of food and drink quantities ordered and used for use in future years.

Aspects Applicable to all Committee Positions

- Ensure opinions expressed in Committee meetings are regarded as confidential.
- No matter what individual opinions or voting choices are, once an item is approved by the Committee, all must accept it as decisive and final without further comment (see Trustees Code of Conduct – Corporate Responsibility)
- Where possible and by agreement, undertake ad hoc tasks as required by the Committee.
- Forward a brief report to all Committee members seven days prior to the next Committee meeting
- Prepare and carry out a comprehensive handover to a new incumbent when appointed