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| BG PERFORMANCE | ROLE DESCRIPTION |
| ROLE | SOCIAL SECRETARY |

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| PURPOSE |
| * To initiate and manage social events to improve PC cohesion
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| RESPONSIBILITIES |
| * Organise at least two social events a year for all PC members:
	+ One at end of season to include awards
	+ One prior to Xmas
* Publicise the event after the budget is agreed and at least six weeks before the event with a cut-off date for attendance
* Decide on a minimum attendance level and cancel the event with no BG Performance liability if the minimum is not achieved
* To request, and then work within, budgets for those (and any other) events
* Maintain lists of attendees
* Advise the BG Performance Treasurer projected income and expenditure from start to end of the event process
* Ensure that all monies due are collected and paid to the BG Performance Treasurer
* Work with Marketing/Fundraising in maximising coverage of social events and opportunities.
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| SELECTION OF DESIRABLE EXPERIENCE, QUALITIES AND SKILLS |
| GENERAL* Email access and timely responses to emails as required
* Good communication and organisational skills
* Team worker

SPECIFIC* Knowledge of the locale for identifying venues
* Able to speak to all members at, during or outside sessions
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