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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 |
| 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. |
| 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 |