



JOB DESCRIPTION

JOB TITLE: Social Secretary
POST HOLDERS: Neil McDonald
RESPONSIBLE TO: W&DAC Committee/ Chairperson

Role:

To arrange activities and events for club members.

Main Duties:

- To co-ordinate a yearly schedule of events for members.
- To provide a budget/costing to the Committee two months in advance of any event for approval.
- To arrange all necessary bookings for events.
- To publicise any events within the club.
- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee