

## **JOB OUTLINE FOR SOCIAL EVENTS CO-ORDINATOR**

### **Purpose**

The post-holder will be responsible for organising a programme of social events including outings and holidays.

He/she will be a member of the Executive Committee.

### **Responsibilities**

The post-holder will:

1. Devise a checklist for potential social events organisers to follow, which includes insurance and legal obligations, financial responsibilities and requirements, accessibility and special requirements and best practice.
2. Create a list for review by the Executive Committee at its October meeting of social events, outings and holidays proposed for each year. The costs to be within the limit determined by the Executive Committee.
3. Provide reports for the Executive Committee on a regular basis.
4. Receive proposed projects and social events from individual members and organisers, discuss details of venues, costs, timing and ensure compliance.
5. Ensure the organiser has the relevant information regarding insurance, financial requirements and U3A policies and guidelines.
6. Provide on-going communication and support for individual event organisers and ensure compliance with U3A guidelines.
7. Provide the Treasurer with all financial information ensuring that appropriate costings have been undertaken.
8. Provide an income and expenditure spreadsheet for the Treasurer.
9. Send a copy of the programme of social events to the Marketing and Publicity Secretary, Chairperson and Webmaster and inform them throughout the year as changes and additions occur.
10. Liaise with the Programme Secretary to ensure a balanced programme of activities.
11. Contribute towards the Trustees Annual Report.

March 2015