

u3a Guernsey

SOCIAL SECRETARY

Terms of Reference

PURPOSE

To organise social events for u3a guernsey members.

ROLE SUMMARY

- To facilitate/oversee all aspects of social events.

MAIN RESPONSIBILITIES

1. To liaise with Executive Committee about all social events.
2. To consult with members in order to offer a range of social activities.
3. To ensure records of those wishing to participate and monies paid are kept until the event is held.
4. To attend Executive Committee meetings.
5. To attend Coffee mornings to advertise events.
6. To liaise with Media Team re advertising of social events.
7. To ensure there is a lead person appointed for each social event in order for the event to run smoothly.
8. To budget so that events run at a low cost but covering all expenses.
9. To undertake a risk assessment preceding an event and put in place measures to mitigate any which are identified.
10. To review social events once they have taken place and update Executive Committee of any improvements, difficulties or updates.
11. To answer queries to email address – u3aguernsey.social@gmail.com.
12. To carry out a comprehensive handover to a new Social Secretary.

These Terms of Reference will be reviewed prior to the appointment of a new Social Secretary and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.