

Social Events Secretary

Will for events:

1. Annually agree events and dates with the committee
2. Advise the Publicity Officer, Programme Editor and Web Editor of events and create or have created relevant publicity material
3. Arrange and manage Picnic in the Park and any other social events
4. Ensure that there are adequate supplies for refreshments for such things as the AGM and Open Day. Ensure that special supplies for any social events are purchased.
5. Determine the size of the team to assist and seek agreement for the task(s) which each will carry out
6. Prepare the venue with a team of helpers and leave it in the required condition
7. Take responsibility for health and safety and food hygiene

For groups:

8. Provide a file for groups meeting in Town Hall and the Linklater Pavilion to include H&S notes and accident report form
9. Attend the first meeting of new groups to provide refreshments and ensure a rota has been established