



Job Description: Social Events Officer

Responsibilities

To organise and publicise social events agreed by the local committee

Works with:

Members of the local committee, members of the social events sub-committee and local U3A Ambassadors to plan, advertise, and organise social events

Specific tasks:

- Attend committee meetings
- Liaise with members of the committee on calendar of social events
- Arrange any entertainment to be provided at a social event
- Organise any refreshments to be provided at a social event
- Prepare costing of a social event
- Arrange venue for a social event
- Arrange publicity for a social event
- Prepare and distribute invites for any social event to members
- Brief helpers on role in organising a social event.