

## ROLE DESCRIPTION

<b>Role</b>	<b>Social Events Co-ordinator</b>
<b>Purpose of Role</b>	<p>To plan, with the help and support of the Committee, an annual calendar of Social Events for all members.</p> <p>To research possible events/outings, undertake risk assessments and put forward Event Proposals for discussion and agreement with the Committee.</p> <p>To coordinate events, ensuring that there are enough volunteers to help if required.</p>
<b>Responsibilities</b>	<p>This is a Committee Role and should be held by an elected member of the Committee. It may be held by one or two members of the Committee.</p>
<b>General Duties</b>	<ol style="list-style-type: none"><li>1. To research and plan an annual calendar of events that are open to all members. This can be done in discussion with the Committee.</li><li>2. To coordinate events, but not necessarily run them all, ensuring that everything is planned – risk assessments, tickets, proposal forms, bookings, volunteers etc.</li><li>3. To liaise with the Publicity Officer to arrange posters and publicity and the printing of tickets if required.</li><li>4. Engage with members to come up with new ideas for social activities.</li><li>5. To encourage members/Committee to arrange events and help them with the planning etc.</li><li>6. To carry out a comprehensive handover to a new Social Events Coordinator when applicable.</li></ol>
<b>Requirements</b>	<p>Enthusiasm and commitment A willingness to help A friendly approachable manner Computer skills would be helpful, but support would be available</p>
<b>Notes</b>	<p>Please note the specific tasks listed above are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.</p>
<b>Date approved:</b>	12 <sup>th</sup> April 2024

