

SOCIAL SECRETARY. Whitley Bay u3a

. 19TH May 2021.

Purpose of the post:

To develop social events for the membership. **OBJECT 2.**

Functions and responsibilities:

Manage the program of events on the day and a programme of speakers.

Hot drink and refreshments are to be available on the day

Confirm in writing, date, time, venue and duration of the speakers talk.

Welcome potential and new members at the open meeting (meet & greet).

Contact the speaker before the open meeting to confirm the technical arrangements, including parking facilities.

Greet the speaker on the day of the talk, introduce them to the technical team and provide refreshments.

After the talk, thank the speaker and make payment.

Send a letter or e-mail thanking the speaker.