

# **Torbay Rambling Club Committee**

## **Post: Social Secretary**

### **Role**

The Social Secretary's role is to facilitate the organisation of social activities for the Club and to have oversight of the social events programme. The Social Secretary brings suggestions for events to the Committee and, once agreed, liaises with the Treasurer, Club Secretary and Webmaster to promote, organise and report on them. The organisation of any event can be delegated to, or assisted by, other Club members.

### **Tasks:**

- Listen to members' suggestions for functions they would like to attend throughout the year.
- Facilitate a range of events by encouraging and supporting members to set up social functions on behalf of the Club.
- Advise the Chairman and the Committee of venue/coach options for events together with prices.
- Provide costings for events and keep records of expenditure in liaison with the Treasurer.
- Book venues, coaches and activities as required or facilitate members to book venues and activities on behalf of the Club.
- Prepare details of events and liaise with the Club Secretary and Webmaster for their distribution to members.
- Identify and record number and names of members and guests booking each event.
- Liaise with the Treasurer re payment, names and numbers for events.
- Provide the Webmaster with details of upcoming events and photos and reports of past events for inclusion on the website.
- Ensure a smooth transition from one role holder to the next.