



Hurst, Hassocks and Ditchling



ROLE DESCRIPTION: SOCIAL SECRETARY

ROLE SUMMARY

To facilitate/oversee social events, with the aid of a subgroup.

MAIN RESPONSIBILITIES

1. To keep members up to date with information about u3a social events, via the Comms Team.
2. To consult with members in order to offer a range of social activities.
3. To liaise with Executive Committee about all social events.
4. To liaise with the Treasurer regarding the cost when planning events.
5. To ensure records of those wishing to participate is kept until the event is held.
6. To keep records of expenditure, and recoup funds from Members participating in social events, where appropriate.
7. To ensure there is a lead person appointed for each social event in order for the event to run smoothly.