



TCA Committee Job Description

Role Title: Social Secretary

Role Description: To organise and arrange social events for the club members and their families.

Responsible to: The members.

Key Tasks:

- Choose event
- Liaise with Event Safety Welfare Officer for Risk Assessment
- Keep costing of the event affordable to all members and families.
- Ask other members for ideas and suggestions of social events, trying to accommodate the majority of members.
- Promote event among membership
- Book event
- Collect and manage all monies and work within budget
- Maintain sufficient float to secure future events, reporting balance held to committee.
- Pass surplus to treasurer for banking.
- Enjoy event with members!
- Attend committee meetings.

Liaison: Liaise with the Event Safety Welfare Officer, Website Manager, Newsletter Editor, Media Officer to publicise events.

Time Commitment: Approximately a few hours a month.

Allowable Expenses:

These must be supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM