

Role description – Social Secretary

Role summary

To have overall responsibility for the provision of a wide range of social events for Barnsley u3a.

Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies,

1. Identify range of social events to suit Bu3a members and gain the agreement of the Executive Committee.
2. Budget so that events breakeven
3. Identify and book venues and organise safety checks with the Activity Safety Officer.
4. Organise publicity and ticketing.
5. Book appropriate entertainment for the scheduled event.
6. Maintain a list of interested members willing to help regarding social events.
7. Report to the AGM.
8. Seek feedback on events and ensure any queries, comments / complaints are resolved.
9. Ensure a comprehensive handover to successor.