



Responsibilities – SOCIAL EVENTS OFFICER

- 1) Plan and organise social events (approximately 4 per year – 2 x dinners, 1x Lake Eacham BBQ in January and 1x Christmas event). Communicate with restaurant managers to arrange dates and menu options.
- 2) Consult the committee regarding planning the upcoming event re: dates and menu options. Confirm discount club is willing to give members for social event.
- 3) Spread the word to members via email and social media. Make sure the social events are uploaded to the website and newsletter calendar.
- 4) Communicate with members regarding events, collect names and finalise details between committee and venue/restaurant.
- 5) Liaise with treasurer to track payments of members (if required for social event).
- 6) Contribute to the Club facebook page, including administration – adding of new members and removal of members who post inappropriate material e.g. spam.
- 7) Attend monthly Committee meetings (scheduled every 2nd Wednesday of the month) and report on any relevant information and updates re: social events.
- 8) Attend monthly Members meetings (scheduled every last Wednesday of the month) and report on any relevant information and updates re: social events.
- 9) Prepare a “Social Activities Report” at the end of the year for the Club AGM (July).
- 10) Create new social event ideas we haven’t done before or haven’t done for a long time