



Social Secretary

NAME OF CLUB:	Hungerford Hares
ROLE:	Social Secretary
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Catriona Turnbull
START DATE: 23/10/18	END DATE: 23/10/19

Typical Responsibilities:

- Responsible for organising and promoting social activities within the club.
- To work with the club committee to establish a programme of appropriate activities to cater for the age range and interests of the membership.
- Identify likely number of members and guests attending each of our main events.
- Advise committee of venue options for these events and of any costs involved.
- Book venues and appropriate entertainment.
- If appropriate, collect cash from members who have agreed to attend events and pass on to Treasurer.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position