

## ROLE of SOCIAL SECRETARY

### Tasks

- Identify range of social events to suit RVu3a members and gain the agreement of the Executive Committee.
- Budget so that events breakeven
- Identify and book venues and organise catering and entertainment as appropriate.
- Organise support from within the u3a to assist with events.
- Complete Risk Assessments.
- Organise publicity and booking.
- Maintain a list of interested members willing to help regarding social events.
- Provide regular updates to the Executive Committee.
- Report to the AGM.
- Seek feedback on events and ensure any queries, comments / complaints are resolved.
- Ensure a comprehensive handover to successor.

### Document History

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Laura Blake	March 2025		