

SOCIAL SECRETARY I's ROLE

For more information on activities please visit our website - www.wirralramblers.org.uk

DUTIES

- To arrange the social programme for club nights on Thursday evening.
- To compile the list of stewards for club nights on Thursday evenings.
- To arrange for tea, coffee, sugar, biscuits and washing up liquid to be brought to the club each Thursday evening.
- To help with arrangements for the Christmas Dance.
- To attend the Club night on a fairly regular basis.
- To maintain close liaison with the Chairman, General Secretary, Treasurer and other members of the committee to ensure the smooth implementation of the social programme.
- To ensure the group is following GDPR guidance and is compliant with it.

SOCIAL PROGRAMME

Whilst there are no hard and fast rules about the programme and new ideas are to be commended there is a loose pattern to the events. The following take place every year:

Annual General Meeting

Open Forum

Christmas Dance

Photographic Competition

Quiz Nights (2)

The other evenings are filled by a speaker/presentation for an hour from 8-9pm. Use our own members where possible. There is a list of such speakers which will need constant revising. Other recommendations are to be encouraged.

The task is to compile the list and ensure its implementation. This requires initial contact with a proposed speaker and agreement as to arrangements and fee. The position in relation to presentational aids should be established. A confirmatory email/letter is sent, and contact is made beforehand to confirm. It may be necessary to occasion to arrange for transport.

The social programme is submitted to the committee for approval in April and November each year.

BJ/October 2017