

GRASS Committee Role Description Social Secretary

Overview

The Social Secretary is responsible for the planning and running of social events for GRASS members. It is the responsibility of the social secretary to provide a diverse range of relevant and accessible events which meet the needs and interests of GRASS members and represent value for money.

There are two elements to making a strong street scheme – the first are the overall aims & objectives of GRASS, and the second are the building blocks that enable you to achieve those aims. For example, GRASS must build a solid membership base of active and engaged residents to be a strong street scheme.



Roles and Responsibilities

- To work with the GRASS committee to establish a programme of appropriate activities to cater for the age range and interests of the membership
- To organise appropriate annual social functions, such as Christmas/Eid/Diwali/Hanukah events and at the GRASS AGM and the General Meeting.
- To book venues, culturally appropriate catering and entertainment as required
- To promote events to members working closely with other committee members
- Invite local dignitaries such as community and faith leaders and sponsors where appropriate

Key Activities

- Work with the Treasurer and Chair in planning the annual budget in line with the yearly event plan
- Work with the committee to plan events that will fit with the overall aims and objectives of your society
- Plan a variety of events including doing the risk assessments for them and working with the Treasurer to write event budgets
- Ensure that all events are effectively publicised to your members
- Act as the society representative at all events, conducting yourself in a manner that ensures that safety and enjoyment of all attendees
- The role of the Social Secretary is to act as an events manager - coordinating and planning all events to ensure their success

Qualities and Skills Preferred

- Enthusiastic and fun
- Good organisational skills
- Knowledge of diverse groups and how to provide accessible and appropriate events and activities



GRASS's Commitment to You

By accepting the role of Social Secretary, the GRASS committee will commit to support you in this role, ensuring that members respect the positive contribution you are making to the street scheme on a voluntary basis.

If you are in any doubt about any element of being a Social Secretary, would like some help with planning any events, or would like some help with any other aspect of your role, please do approach the Chair, who will be happy to assist.

The street scheme also commits to refunding any prior approved expenses necessarily incurred on behalf of GRASS in a timely manner.

Your Commitment to GRASS

The term of office for the role of Social Secretary is twelve months and requires an estimated minimum commitment of 16 hours per month / 192 hours per year.

The Social Secretary shall be a regular attendee at GRASS Committee meetings, which are held FOUR times a year, attend the Annual General Meeting and General Meeting, and participate at as many GRASS events as possible.

Most administration tasks for the role can be carried out from home on a computer or tablet device. The Membership Secretary must have access to their own personal IT equipment.

The Membership Secretary must be prepared to install and use the social@grasscliftonville.org email account on their own computer or tablet device and must use this account for all GRASS related communications.

Declaration

I hereby acknowledge that I have read, understand and agree to take on the role of Social Secretary on the GRASS Committee.