



## MOSELEY, KINGS HEATH AND DISTRICT U3A

### Executive Committee: Role Description for Social Secretary

#### **A. General Responsibilities**

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure our U3A operates smoothly and efficiently.

#### **B. Role**

To coordinate the provision of social activities for the benefit of the members of the local U3A.

#### **C. Main Responsibilities**

1. To keep members up to date with information about U3A social events
2. To work with Social Events volunteers to ensure the provision of social activities which meet the needs of members
3. To provide the Executive Committee with an overview of social events
4. To liaise with the Treasurer regarding the use of the Social Account, where appropriate, for cashflow support when planning events
5. To keep records of expenditure, and recoup funds from Members participating in social events, where appropriate.

D. Maximum tenure of office (Elections at the AGM: May): 3 years

October 2019