



Totle Athletic Club – Committee roles

Social Co-ordinator

The function of the Social Co-ordinator is to develop and co-ordinate a programme of Club social activities.

This involves:

- Recruiting club members (Event Organisers) to organise and deliver individual social events throughout the year, including the Annual Dinner, ‘pie and pea’ nights and equivalents, Christmas lights run, weekend trips, etc.
- Producing a Calendar of upcoming social events to go in the Club Magazine and on the Club web site
- Attending Committee meetings and giving short monthly reports on social activities
- Liaising with Event Organisers and the Treasurer to organise collecting names and money for social events
- Attending a reasonable number of Club Social events during the year and being Event Organiser for at least one event.
- Attending the AGM and providing a brief report for members

Updated January 2015