



LICHFIELD PLAYERS COMMITTEE MEMBER ROLE



ROLE: SOCIAL SECRETARY

The Social Secretary remains directly responsible to the Chairman and Committee of Lichfield Players.

JOB DESCRIPTION:

1. Planning a balanced selection for social events throughout the year, taking into account members' interest and requests: Example: Theatre Trips: Quiz Night; Christmas Meal; Summer BBQ etc.
2. Liaising the Membership Secretary for Newsletter and Publicity Manager for LPs Media Information – in order that planned events may be advertised with deadline for confirmation
3. Liaising with the Lichfield Players Committee Secretary to acquire/confirm 'venue' if needed for specific social event
4. In the case of outside social events the booking of tickets / venues well in advance of the event and arranging payment of these, either independently or through the Treasurer, or via direct internet banking
5. Collecting names of members interested in events and collecting deposits/payments in advance where relevant. Funds to go to the Treasurer at earliest possibility depending on the amount/timescale involved
6. Members can now pay social funds directly into LPs bank account via internet banking. Social Secretary to confirm and pass names/amount onto the Treasurer for notification of payments received
7. In the case of casual events such as the 'Coffee Morning' the Social Secretary should, out of courtesy, liaise with the management of the venue to check that they are happy to welcome large group which may include children
8. For social events involving catering, Social Secretary to liaise with other members of society
9. Liaising with Members Representative to have social events included in newsletter or to have announcements , events, other social events sent out to membership if not included in newsletter
10. To work within the GDPR rules