

RICHMOND AMATEUR DRAMATIC SOCIETY

Terms of Reference

Social Secretary

JOB DESCRIPTION & REQUIREMENTS

The Social Secretary should have access to, and be confident with, the Internet, social media and e-mail and with the provision of documentation in commonly available digital formats such as Word, Excel, PDF etc.

Main objective is to arrange and run club nights and social functions for RADS Members and Friends.

Liaise with Newsletter editor and Media Manager to publicise said functions.

SPECIFIC RESPONSIBILITIES

- ▶ Organising the club nights in conjunction with the RADS Committee and giving details to the Newsletter editor in time for the newsletter. It is best to plan 3 months in advance so members will have a clear calendar of events.
- ▶ Liaise with the leader of the club night making sure everything required is in place (e.g. paper, pens, equipment).
- ▶ Make sure the clubhouse is open at the appropriate time. This may involve asking a key holder to open and close the clubrooms.
- ▶ Organise the setting out of tables and chairs before members arrive.
- ▶ Meet and greet members and any prospective new members in the absence of the membership secretary.
- ▶ Make sure refreshments are available for break.
- ▶ Supervise putting away any equipment used and tidying, washing cups etc.
- ▶ If organising an event outside the clubrooms such as a meal: decide on venue, send menus out to all members. Collect menus back and hand into venue. Check with the venue at regular intervals to make sure everything is on track for the night. Make sure everyone knows their own choices on the night.
- ▶ If organising a theatre trip: ring to reserve tickets, make members aware of the event, obtain numbers of people interested, collect the ticket money and phone the theatre to obtain the tickets. Arrange for tickets to be distributed.
- ▶ Co-ordinate the 'After-Show Supper' including: advertising the event in the theatre dressing rooms and collating numbers; arranging the set-up of tables, chairs, plates, cutlery etc. in the club rooms on the day of the event; organise tidying of the club rooms after the event.
- ▶ To contact the 'What's On' editor with details of our Social Events so that they can be included into the 'What's On' sections of appropriate local publications.