

## HOEOCA COMMITTEE POST – ROLE DESCRIPTION

### Social

#### ROLE PURPOSE

To plan, promote and arrange social events for the club that are additional to the regular monthly social and speaker evenings.

#### DUTIES & RESPONSIBILITIES

1. For the flagship annual Laying Up Supper
  - a. At the start of the year, agree dates with committee, research appropriate venue and secure booking.
  - b. Decide costs and timelines, produce information materials and publicise event via website and newsletter. Take bookings and track payments.
  - c. Liaise with venue regarding all details required for the smooth running of the event. Ensure any needs can be met by the venue prior to the event e.g. power supply, dance floor etc
  - d. Negotiate allocation for overnight accommodation if appropriate and possible.
  - e. Book entertainment as required.
  - f. Liaise with Commodore and band and ensure all are aware of the evening format.
  - g. Select and agree menu. Co-ordinate menu choices and any dietary requirements of attendees.
  - h. Provide venue with table plans and ensure room setting is as required i.e. table settings / arrangement, club flags to be agreed by venue.
  - i. Arrange charity raffle for charity i.e. sale of raffle tickets, raffle prizes table, banking of proceeds.
2. From own ideas or those of other members, arrange social events as required, normally but not necessarily with a nautical link. Unless otherwise agreed these should be arranged on a cost neutral basis. This may include promotion, booking transport/tours, collecting money etc.
3. Assist other committee members with exceptional social aspects of their activities if required
4. Update and maintain the social area of the website (promoting forthcoming events and providing post event write ups).

#### GENERAL

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday or any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a “Meeter Greeter” at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.