



Role Specification: Social Secretary

Responsible to: KCASA Management Committee

Main purpose: To arrange the KCASA Annual Dinner and other social activities

Skills required:

- excellent organisational skills

Time commitment:

- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
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Key tasks:

1. To arrange a meeting of the Dinner Committee to agree the date and venue of the Annual Dinner
 - book venue, pay deposits, agree menu and ticket costs
 - circulate details on website, twitter, email circulation lists, etc
 - agree VIP guests and circulate invitations (to include menu choices as necessary). NB: Regional Presidents and their partners both have complimentary tickets, whereas County Presidents pay for their partner/guests.
 - send out tickets, keeping a log of numbers
 - chase responses as necessary and advise venue of numbers/menu choices
 - arrange gifts for the Presidents and the KCASA President's guest
 - arrange table plan, place cards and table centre decorations/flowers and raffle prizes (if required)
 - arrange drinks on arrival (wine and soft drinks)
 - arrange complimentary wine for VIP tables
 - fill the President's Cup (eg Pimms or champagne) and arrange for it to be brought to the President's table ready for the start of the speeches
 - list the VIPs present so the MC can announce their entry into the dining room
 - list the KCASA Presidents in year order for the MC
 - arrange for any accounts to be paid by the Treasurer
 - supply the Treasurer with a set of accounts after the event
2. To promote Swim 21 accreditation
3. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
4. To adhere to and promote KCASA rules, regulations and other policy statements
5. To undertake any other tasks appropriate to this level of responsibility

