

Wellington Tramping & Mountaineering Club

Role Description



Revised Feb 2017

Position: Social Convenor

Responsible to: General Committee

Responsible for:

1. Arranging the regular weekly Club social programme.
2. Arranging special Club social functions.
3. Ensuring that all Club social functions are satisfactorily conducted.
4. Formulating Club social policy for approval by General Committee and implementing the policy as approved by the General Committee.
5. Preparing and submitting an annual budget for social activities for review by the General Committee and arranging the social programme within the agreed budget.
6. Maintaining such contacts as may be necessary for the effective implementation of the social programme.

In particular the Social Convenor is responsible for:

1. Ensuring that, if needed, a social committee is formed in accordance with the Constitution.
2. Ensuring that satisfactory accommodation is arranged for Club social functions, and, where a regular booking is contracted, ensuring that adequate notice is given of cancellations.
3. Arranging for the hire of films as required.
4. Arranging for guest speakers and any equipment they need as required.
5. Ensuring that guest speakers are properly greeted, introduced and thanked.
6. Acting as Master of Ceremonies at Club nights and arranging for any necessary announcements.
7. Ensuring that adequate arrangements are made for tea and biscuits on Club nights
8. Ensuring that the hall is prepared, cleaned and locked up after Club nights.

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9. Ensuring that Club social property is securely locked up after Club nights.
10. Arranging club social functions as the General Committee decides shall be held from time to time.
11. Arranging or undertaking such other functions or activities as the General Committee may from time to time determine.
12. Keeping a record of all guest speakers who address the Club.

Membership of Committees:

None

Liaison:

The Social Convenor shall maintain adequate liaison with:

1. Gear room custodian (re hall bookings and social night scheduling, such as gear only nights, etc)
2. Promotions officer

Financial Authority:

The Social Convenor can spend up to \$50 at a time on items for social nights (eg tea and biscuits, gifts for external speakers or other necessary supplies) and within the pre-approved budget without additional review or approval by the committee. Additional expenditures (such as for events), should be discussed with the General Committee.