



## LBT Volunteer Job Description

**Title: Social Secretary**

<b>Current holder/s:</b>	See Organisational Chart
<b>Contact e mail address</b>	<a href="mailto:Social.secretary@lbt.org.uk">Social.secretary@lbt.org.uk</a>
<b>Type of volunteering</b>	To act as the members contact, organise social events and liaise with the LBT committee.
<b>Main purpose of volunteering</b>	To provide advice and recommendations on suitable events to the LBT committee for promotion as LBT social events; to organise and promote active member participation at a variety of levels.
<b>Responsible to</b>	The LBT committee.
<b>Competencies / experience required</b>	Be well organised, imaginative and enthusiastic.
<b>Commitment required</b>	Attendance at club committee meetings. Recruiting and supervising sub-committees to organise specific events. Arranging venues and liaising with third parties such as caterers, guest speakers etc.
<b>Benefits to self</b>	Knowledge that your input, influence and enthusiasm has a positive contribution.
<b>Benefits to community</b>	Benefits of well organised events attended by LBT members that have fully committed coordinators assisting them.
<b>Support received from:</b>	LBT committee and potentially Regional Development Officer.
<b>Is this volunteer opportunity open to disabled persons?</b>	Yes.