

JOB DESCRIPTION for GWQGC. Social Convenor. July 2017 Rosemary Power (Pres). The major role of the Social Convenor, who heads up the social committee, is to plan and organise 3 formal fund raising dinners i e

International Women's Day Breakfast (close to [8th March](#))

World Environment Day evening function. (close to 8th June)

Christmas Party (first [Monday evening](#) in December)

PLANNING

(1). Involves organising meetings of the Social Standing Committee in order to have adequate assistance with all events. Then booking a suitable venue (ensuring that suitable I T equipment is available for the guest speaker), negotiating a varied menu, settling on a price per head (the profit margin should be on a case by case basis) and negotiating a cut off date to inform the venue of numbers attending.

The above is in liaison with the President (an ex-officious member of all standing Committees) and Hon Treasurer of the day to ensure that funds will be raised by the Branch advertising the price of the dinner in order to raise funds for our bursary programme. Also funds are raised with raffles, lucky door prizes.

(2). Once above has been negotiated a flyer needs to be formatted to be forwarded to all members via email (an up to date membership list is available to all committee members).

(3). When the President or designated web site liaison member receives this flyer it is then forwarded to the Branch Web Site manager to be posted on the calendars of both the Branch and sub branches.

(4). On the flyer the cut off date for rsvp has to be adhered to as those numbers are then relayed to the venue and payment made for x number of dinners paid in advance.

(5). There is a policy re payment for a dinner when a member is unable to attend for whatever reason - please refer to this policy on the GWQGC website.

(6) Regarding recording accurate member method of payment and the accurate recording of members' guests attending and apologies on or before the dinner, the Hon Treasurer or Assistant Hon Treasurer liaises with the Social Convenor by phone ,text, email prior after the cut off date.

(7). The Social Convenor with her committee organises to print a programme for each guest table setting and in addition a seating programme to be on display at the venue. In addition a suitable gift/ flowers is given to the guest speaker. The guest speaker does not pay for their meal, however any of their guests are required to pay.

((8). As the Social Convenor is a Branch committee member, she is required to submit a short concise report at each Branch committee meeting x4 per year (held at the President's home) e.g. February May August October and the AGM is held on the last Sunday of September.

(9) In addition to the above the Social Convenor organises a film evening in February ,a

JOB DESCRIPTION for GWQGC Project Convenor JULY 2017

- (a). Following a Branch/sub branch committee decision (which meets February, May August October, AGM is the last Sunday in September) , to approve/ develop a project- health, social, educational or financial - a Project Convenor will be appointed.
- (b). The Project Convenor will appoint other interested members to her committee.
- (c). In order to advance and manage the project, terms of reference will be developed, a realistic time frame be decided upon, and the project will be evaluated at least every 12 months.
- (d). In addition the Project Convenor will write a short concise report regarding the project for each committee meeting and the AGM in order to inform members of developments.

Rosemary Power (President) GWQGC