

U3A BROADBEACH INC.

POSITION DESCRIPTION – SOCIAL CONVENOR

The Social Convenor is responsible for organising social outings for members. Duties include:

- Organise a venue for the monthly luncheon and publicise it accordingly
- Organise periodic bus excursions...
- Organise other special social activities as requested by the Management Committee (for instance, Christmas in July lunch)
- Liaise with the Treasurer with regard to income and expenditure involved with social functions.