



Job Title: **Social Events Planner**

Job Specification:

The social events planner will report to the Committee and be responsible for coordinating all social events throughout the year. The social events planner is to ensure events are suitable for a range of interest within the club and should be organised in an unbiased manner.

All social events are to be communicated appropriately and involve all Club members. The social events planner should consider all ideas from members, and publicly detail what is or is not able to go ahead for complete transparency.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Organise and communicate the annual Christmas party, documenting attendance and liaising with the Treasurer for payments/costs. ● Organise and communicate regular social events throughout the year, applicable to the club and interest to the members. Documenting attendance and interest and liaising with the Treasurer for payment/costs. ● Liaising with club members to understand what social events are showing the most interest and planning accordingly to reach most members. ● Communicate to club members when social events are happening and responding to any interest that may arise. ● Communicating and updating the Committee members on social plans for the year and discussing in Committee meetings. ● Publicising social events on social media and the Website (including non-member areas where applicable, there may be liaison between Social Media Manager and Webmaster to ensure communication is up-to-date ● Arrange a club photoshoot on an annual basis. ● Liaison between Social Events Planner and Secretary may be required where communication is to be emailed out to all club members. ● Social Events Planner and Treasury are to be informed of costs that may be incurred and agreed by the Treasurer and Chairperson.

Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after.
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	<ul style="list-style-type: none"> ● Represent the club at local, county, and national levels. ● Promote the club. ● Actively engage and offer any new idea in Committee meetings, for the interest of the club. ● Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).