# About the Role

The Socials Secretary is a member of the committee who oversees and organises social events for members and friends of the society during the calendar year.

# Role Description

* Manage a socials subcommittee as appropriate (consisted of committee or co-opted members)
* Create a calendar of social events (at least bi-monthly) open to society members and friends for the calendar year which brings together CAMUS members and other interested parties to encourage participation in other society events as well as the wellbeing of the group.
* Ensure that this is published on the society website at the start of the calendar year.
* Ensure that each event has an event lead to manage and make all appropriate arrangements as necessary.
* Liaise with the marketing team to ensure that events are publicised and promoted effectively
* Liaise with the Treasurer to organise budgets for events
* Where possible, arrange a theatre visit of some nature to take place at least annually
* Establish and maintain connections with other amateur theatrical societies
* Attend monthly committee meetings to report on upcoming social events.
* Produce a report of the society’s social activities for the AGM