



## JOB DESCRIPTION

### EVENTS & SOCIAL SECRETARY THE OLD ALBANIAN CLUB

#### **Required to:**

- Oversee the main events in the OA Club's social calendar:
  - making room bookings
  - arranging speakers
  - promoting events and encouraging attendance
  - liaising with the Development Office on invitations, administration and ticketing

These events currently stand at: London Drinks Party (November), Annual Dinner (March), President's Garden Party (June), OA Gaudy Drinks Reception (July),

- Look into new events which could be developed to attract various age and interest groups who are currently under-represented at events.

#### **Estimated time commitment required:**

- 1-2 hours per week for general correspondence and administration
- Attendance at 4 OA Committee meetings per year (usually weekday evenings)
- Peaks of activity around 3-4 social events per year