



JOB DESCRIPTION

CHAIR: UNDER 30S SOCIAL GROUP THE OLD ALBANIAN CLUB

Required to:

- Develop and organise a programme of social events for this age group (with assistance from Development Office)
- Recruit (if considered necessary) a small team of volunteers to help with event planning and publicity, but who would not be required to attend OA Club Committee Meetings.
- Consider setting up a network of University Reps (administration can be undertaken by Development Office), who can welcome new OAs to their university, meet up with prospective students, and organise an occasional get-together to keep OAs at the university in touch with one another.

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 2-3 social events per year