

## **DINNER AND DANCE/ENTERTAINMENTS REPRESENTATIVE**

### **PURPOSE OF THE JOB**

The Dinner and Dance/Entertainments Representative is the focal point for SMCA social activities and entertainment.

### **DUTIES & RESPONSIBILITIES:**

1. To organise the annual SMCA Dinner and Dance Awards evening.
  - 1.1. To identify a suitable venue, accessible to all members.
  - 1.2. To 'cost' the evening ensuring that it is affordable for the SMCA and its members.
  - 1.3. To present to the Committee expected costs and ticket prices as soon as possible, ideally at the first committee meeting of the new season.
  - 1.3. To liaise with the Press Officer for the advertising of the event.
  - 1.4. To arrange for the sale of tickets.
  - 1.5. To keep accurate accounts and run a budget sheet for external audit by the committee.
  - 1.6. To liaise with the Treasurer for the payment of deposits 'up front' costs and the recording of Dinner and Dance expenditure and receipts.
  - 1.7. To produce an 'After Dinner and Dance Report' to assist future Dinner and Dance representatives and to highlight areas for improvement.
2. To recruit and manage an entertainments sub-committee.
3. To identify opportunities to provide entertainment to members and their families and opportunities to raise revenue for the SMCA.

### **REPORTING TO:**

The Dinner and Dance Representative is accountable to the SMCA committee and the members of the SMCA.