



## TERMS OF REFERENCE

### Social Representative

The job of the Social Rep is to plan and ensure the smooth running of all social events during the term.

This involves:

1. Deciding what events are going to happen next term:
  - You need to be thinking about events from the moment you take over at the TGM, since the President needs a title and short resume of each social for the termcard. Ideally, you should give these to him/her by about a week after the end of term.
  - You should aim to hold a social every week of term + one of which is to be the main termly event (see below) plus possibly the odd extra such as a pub ramble one weekend. Recently the weekly socials have been on Wednesdays, so it is advised to keep it that way, unless this is very problematic for you. If you do change the day of the socials, make sure they are on Mon/Tues/Wed/Thurs so that they don't clash with the club's weekend trips.
  - Past events have typically included...
    - College Bar or Pub crawl
    - Games evening - pool, darts, pub quiz etc
    - A party of some sort e.g. Halloween, 60s, etc.
    - Laserquest
    - Dinner somewhere random, e.g. curry night or all-you-can-eat Chinese.
    - Tenpin Bowling
    - Election-watching

**But:** It is good to be inventive in planning a social calendar, as long as you consider how feasible each event is, and whether people are going to turn up!
  - Refer to the Socials file for details of previous socials and their success (or failure).
  - You will need to decide on a meeting place and time for each event, such as a college bar or a pub.
  - In Trinity term the days are longer and the weather (generally) better, so consider some more outdoors-based socials, such as picnics/5-a-side football/evening walks to pubs, but always have an alternative plan in case the weather turns for the worse on the day.
2. The retiring committee, or the committee during 0<sup>th</sup> week of your term in office, should set a budget for the social events that term. The budget set should take into consideration the loss made by socials in the previous two terms, to ensure that the overall annual spending on social events is minimised (i.e. if lots of money is spent on socials one term, the next two terms should spend less). People are

unlikely to be put off by a few quid for a party or BBQ so there is no need to subsidise the events much. Such events can recoup most of the expenditure easily.

The social budget in recent terms has been £X, which allows the club to run socials that invariably involve risk, such as the Ceilidh. The budget should be reserved for socials of that nature.

3. Find an appropriate venue for each event, make sure you're allowed to *have* alcoholic drinks there, but remember it's illegal to sell alcohol without a licence. Book rooms well in advance if necessary. Check that the venue is still OK a few days before the social. The Tanner room in Linacre College is £X, can hold approx 50 people for a party and has a PA sound system and disco lights; The Shaw Stewart Room in Keble is free, can hold approx 50 people, but has no sound system. The MGA room in St. Hughs has a television but no aerial.
4. You need to ensure that you have everything required for each event e.g. food and drink, prizes, punts for the punt party etc. Check with the Quartermaster to see what is in stores.
5. Turn up to the event! If this really isn't possible for the odd social, make sure you find someone else to deal with the event on the night.
6. After each event, record details on the record table (on the Social Rep's disk).
7. In 8<sup>th</sup> week, when the record table for your term is full (after the TGM), print it out and put a copy in the Socials File. Also send copies to the Secretary and Treasurer.
8. If any changes have been made to your role during the term then update the terms of reference accordingly and submit them to the Secretary before the TGM.
9. Give the Socials File & disk to the incoming Social Rep, and be willing to help him/her settle into the role before the end of term as necessary.

**Planning the Big Events:** These need lots of planning usually spread over two terms.

**Ceilidh (Michaelmas term):** Book the band (Mouse and Trousers) during Trinity term. Confirm the booking at the start of Michaelmas. Ensure that the venue (the Mordan Hall in St Hugh's is ideal) is booked at the start of term – it can take a lot of time contacting many different colleges. Agree a ticket price with the committee. Make tickets, and sell them! (But don't sell more than the room limit – eg The Mordan Hall can take around 80-100. Note many people buy tickets on the door). Purchase drinks (both alcoholic and plenty of non-alcoholic as people get thirsty dancing), food, plastics cups etc. Make sure you find out the approximate quantities that were bought in previous years.

**Annual Dinner (Hilary Term):** Decide on a date, then find a venue. Get all committee members to check their own colleges. Good places to try are St Benet's Hall & Lincoln. Ideally, the venue needs to be booked by the end of Michaelmas term – the President will need the details for the termcard. Once this is booked, and you have been quoted a price, you need to decide on a ticket price with the committee (again, this will need to go in the termcard). For the event, you may need to buy drinks for before and after the meal – sparkling wine and port. Again, see previous years to get an idea of quantities. Finally, take note of which birthday the club is celebrating: It was founded in Hilary Term 1963. If it is a significant year, think about inviting old members back for the occasion (the President has a database of names & contact details).

**Punt party (Trinity Term):** In Hilary term, decide on a date and start time to put in the termcard. In Trinity, arrange to get some punts at a chosen boathouse: although the club has recently used Cherwell

boathouse, it was thought in TT 2005 that more colleges have punts available free or at reduced cost at Magdalen Bridge. Make an effort to secure punts in this way: punting is a very expensive activity otherwise. This isn't as easy as it sounds – talk to committee, college reps and other club members about two weeks beforehand to see if they have punts you can use for the afternoon (Wolfson is a good place to try). You will also need food and drinks for a picnic – see records on previous years and use your imagination.

**Social rep budget:**

The club has been warned by the Sports Fed that excessive subsidies for social events will be looked on unfavourably when Annual Grants are considered and allocated. Therefore in TT 03 the committee approved £X social budget per academic year, though this has recently been increased to £X per term since OUSF grants have not been forthcoming regardless of reduction in the cost of socials. It is important to stick within this budget. When planning the social events for the term, particularly for HT and TT, please consider the record tables in the files for the previous term/s and budget accordingly. If necessary discuss how much you can subsidise a particular event with the Treasurer and President.

Note that Free Tea and TGM expenditure will be classed as admin, but do not go over the top when buying drinks/crisps etc.

Good luck & have fun!

*Last updated TT 05 by Marshall Steinbaum*