

Somersetshire Coal Canal Society

Role Description – Events Secretary

The Society organises regular walks along the canal route and public talks on canal or industrial history related topics. The duties of the Events Secretary include the following:

- The preparation of a future programme of walks and talks
- Informing the Magazine Editor of planned events for inclusion in the Weigh-House diary
- Writing brief reports to publicise future events and to record the highlights of past events.
- To consider the logistics of walks, including suitable places for public parking and, where appropriate, to obtain permission from landowners to view canal structures on their land.
- To engage speakers and make bookings for meeting rooms and projection equipment for talks.
- To collect, or arrange for the collection of, donations from attendees to the events.

Note: The Society has an extensive list of contacts for speakers and landowners that the Events Secretary can use to assist them in this role. Assistance will be given to new volunteers wishing to contribute in this role.