

ROLES & RESPONSIBILITIES

SAAPS CONVENER

- Be responsible for the coordination of a number of dining out experiences throughout the year
- Identify either by personal knowledge or recommendation of members, suitable restaurants for such an experience located within the Hills area
- Price range to be in the range of \$50 to \$55 per head
- Allocate the administration of such events to members who regularly attend such events ensuring bookings are made and the terms and conditions such as BYO alcohol are fully understood
- Advise the Committee of the details of each event
- Promote each event at the appropriate General Meeting and in the Newsletter
- Member Bookings to be organised at the General Meetings
- All payments from Member's bookings are to be acknowledged by written receipt and funds transferred to the Treasurer and reconciled with the booking made
- The Treasurer to provide payment to the venue for the event as required.