

MCG Social Secretary- Job Role and timetable

NP 08/2021

Role:

To organise annually the MCG Dinner as well as the Christmas Do.

To support Members weekend once a month, this can be a themed event with a meal at the hut, to raise funds for the MCG or a social out and about. The aim is to allow new members to meet the club.

To attend and contribute at the MCG Committee meetings, which are running roughly monthly, ensuring the views of the Club are represented and to take on agreed actions promptly.

MCG AGM Dinner

Venue for approximately 60 people is organised, with a 3 course dinner for about £30 (2020). A guest speaker is also required, so adequate facilities like screen/ sound is best.

Christmas Do

The Hut can approximately take 30 people sitting down, once the furniture is removed, plan to have several helpers. (Ensure that all using the hut, know that the kitchen is out of use other than for tea after 5pm- not enough room for others)The vegetables were prepped the night before and kept in water on the hub.

In November announce the date and take bookings, both AGM and Christmas (£15-2019prices) are paid pre event.

Part of the money is also a Secret Santa, budget for £5 per present- generally a mix of good caving items and silly £1 items will ensure the night goes well (all well wrapped). Then give each guest a number . Then in turn they pick an item from the box and can choose to keep it or swap with another item in the room.

Christmas Food amounts for 30, amounts will vary for dietary requirements.

Food	Comments on amount	Number	Other comments
Turkey crown		5 medium	Had perfect amount
Nut roast for veggies		2 frozen bought	
Sausages wrapped in bacon	pre done packs of 12 x 7	84	Ran out of room in oven so suggest I precook them next time and microwave to heat when needed.
Cranberry sauce	200g jars	4	Could've done with one or two more jars
bread sauce	40g packets	8	All went
Milk	Needed for bread sauce so think this is 4 pints but check packets	1 x 4 pint	
Milk	FOR TEA	8 pints of semi-skimmed	Send email round that milk will be provided that week end due to lack of fridge space,
Turkey Gravy granules	300g bistos granules	1	You might want to get an extra tub just in case there's not enough
Veggie gravy	Small tub	1	
Cooking oil	2 litre	2 litre	
Stuffing	170g packs	5	
Potatoes		10kg	Spot on!
Parsnips		2.5 kg	Spot on
Peas		2.5kg	
Carrots		3kg	Spot on
Sprouts		3kg	Just a few left over so was about right

Red cabbage		4	
Xmas puddings	434g	6	Some left over
Trifle		Mike Richardson usually makes one. Need to refund his costs	
Another Pudding		1	
Brandy Sauce	500g pots	3	
Custard	1 kg cartons	3	2 cartons left over but they can be left at cottage for future events
Mince pies	12 packs	2	Was plenty. One and half packs left over
Crackers		Enough for everyone to have one	
Table clothes and decorations			I went to £ shop
Red Wine for mulling and spices	2 x 3L boxes	6 Litres	This was nice on the log burner for when people arrived.
Cider for mulling-optional		3 big 2L bottles of dry cider	
Tin of chocs		1	Went quite quick so could do with 2
Tea, coffee and sugar			