

**Lambeth Art Association**  
Job Descriptions for Executive and Convenor Positions

**12. Title:** Social Convenor

**Last Updated:** January 2025

**Prepared by (name and email):** Beth Stewart for Lynn Lavoie <petelynn1@rogers.com>

**General Description of Position:**

- shall organize and coordinate refreshments at General Meetings;
- shall organize and coordinate any planned LAA dinner meetings.

**Skills Required (technical or otherwise):** Good organizational skills.

**Approximate Amount of Time Required (daily, weekly, monthly, annually?):** Approximately 2 hours monthly.

**Can this job be shared/shadowed?** Yes

**Comments, Suggestions and Helpful Hints:** Maintain a donation jar at meetings to offset expenses. Give collected donations to the Treasurer.