



Role Outline: Social Secretary

RESPONSIBLE TO: Club Committee

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The Social Secretary shall be responsible for organising social events for the Club throughout the year.

Typical Responsibilities:

- Organise and promote social events for all Club members
- Organise the Club's Christmas event
- Organise the Club's end of season presentation evening
- Assess the safety of proposed events and venues
- Liaise with committee members and members on social events
- Promote social events over Club's social media and website
- Collection and reconciliation of payments for events where needed.

Skills and traits

- Good organisational skills
- Good communication skills
- Sociable and fun!

Key Relationships

- Committee
- Website/Social Media Administrator

Time commitment

- Attendance at social events planned.
- Ad hoc depending on the calendar of events.