



# Role Outline: Social Secretary

**RESPONSIBLE TO:** Club Committee

**COMMITMENT/DURATION:** Elected position for the membership year

**PREVIOUS EXPERIENCE REQUIRED:** None

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## **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.