



ROLE OF THE CLUB SOCIAL SECRETARY

The Club Social Secretary shall be responsible for organising social events for the Club throughout the year including out of season activities where members are invited. They are responsible in conjunction with the Social Affairs sub-committee for organising the Club's main social events.

DUTIES OF THE CLUB SOCIAL SECRETARY

- Organise and promote social events for all Club members
- Organise the Club Christmas event
- Organise the Club End of Season Awards Presentation
- Liaise with the Welfare Officer to assess the safety of proposed events and venues
- Liaise with General Committee when organising social events
- Liaise with the Coaches sub-committee and Press Officer when promoting social events
- Promote social events over the Club social media pages and website
- Encourage Club members to be involved in social and voluntary activities
- Consider fundraising and sponsorship potential at social events
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Organise and coordinate bookings and manage attendance at events
- Social event attendance
- General Committee meetings
- Social Affairs sub-committee
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for two years from date of general election (if elected after, dates run to next General Committee election)

SKILLS AND QUALITIES REQUIRED

- To be approachable

- Interpersonal skills
- Knowledgeable of the Club and its members
- Organisation