

Social Secretary

Overview:

Organising and promoting social events and activities for the club throughout the year. It can boost a club's popularity, bring in funds and encourage new members to join.

Reports to:

The Management Committee

Time commitment:

3 hours per week

Responsibilities:

- Plan socials for all age ranges.
- Source food and drink, venues and travel.
- Register attendees and collect payment.
- Recruit a team of helpers to assist.
- Report to the committee on progress, costs and feedback.

Skills and attributes:

- Strong attention to detail for planning then delivering socials.
- Should have creativity, ideas and enthusiasm.
- Able to meet deadlines.
- Able to encourage club members to support social activities.