

Role Objectives

The main purpose of the Social Secretary role is to organise and promote social events for the Club.

Duties and Responsibilities

- Communicate with Club members to identify suitable social activities for all members in the Club
- Organise general social events for the Club throughout the year, including the Club's Christmas event and end of season presentation event.
- Work closely with the Club Committee on social events; planning and funding
- Organise events to encourage new members to the Club
- Motivate Club members to attend events
- Liaise closely with the Marketing and Press Relations Officer to promote social events (as required)

Skills and Qualities Required

- Strong organisational skills and efficient
- Sound knowledge of the Club
- Considerate to Club needs
- Confident and effective communicator
- Enthusiastic and friendly
- Reliable

Role Details

This is a voluntary role.

Time commitment required will vary depending upon the nature of the social event but would involve planning and preparation in advance as and when appropriate.