

Social Secretary Role Description

Social Secretary

Responsible for organising and promoting social activities within the club.

Main duties

- To work with the management committee to establish a programme of appropriate activities to cater for the age range and interests of the membership
- To organise appropriate annual social functions, such as a Christmas/Eid/Diwali/Hanukah event and the end-of-season presentation
- To book venues, culturally-appropriate catering and entertainment as required
- To promote events to members working closely with the marketing/communications officer and website editor
- Invite local dignitaries such as and community and faith leaders and sponsors where appropriate

Skills and traits

- Enthusiastic and fun
- Good organisational skills
- Knowledge of diverse groups and how to provide accessible and appropriate events and activities

Key Relationships

- Chairperson and management committee
- Treasurer
- Marketing/communications officer
- Website editor
- Social media co-ordinator

Time commitment

- Attendance at social events
- 1-2 hours a week, when organising events

Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information