

Social Secretary Role Description

Overview of the Role

This is a volunteer role fulfilled by any adult member. The Social Secretary is elected at the Club's AGM as a Member for a period of one year.

The Social Secretary organises and promotes social activities, designed to bring the tennis club together as a community.

What the role involves

Responsibilities include:

- Establishing a programme of social activities to cater for interests of the membership
- Organising the annual Club dinner & presentation evening
- Booking of venues, catering and entertainment as required
- Manage RSVP's with attendee requirements and liaise with venues to understand and manage expectations
- Promoting events to members

Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other Committee Members.

Skills and experiences needed for the role

- Excellent communication skills
- Good IT skills
- Well organised
- Enthusiastic, friendly and approachable

Commitments

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Up to one hour every two weeks and some Saturdays/Sundays for Club social events.
- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.

Further Information

- The role does not require a DBS check.
- Previous events have included
 - Wimbledon / Pimms Social Tennis
 - Inviting members to spectate/celebrate final Summer / Winter League home matches
 - Summer BBQ
 - Golf day
 - Attending Somerset T20 cricket matches

- Comedy & curry session in Yeovil
- Social session take away (curry / pizza night)
- Tennis holidays
- Cinema / theatre trips
- Pub gatherings after social sessions
- Coffee mornings