## Social Secretary Role Description

**Overview of the Role**

The Social Secretary organises and promotes social activities within the club including small fundraisers.

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Agreeing and co-ordinating fundraising events/activities, such as fun quiz, BBQ evening, raffles, fun days etc
* Work with the Treasurer to support the purchase of items and floats for fundraising events and for financial planning
* Promoting events to members
* Organising social events (such as Christmas Party) for the members

**Skills and experiences needed for the role**

* Enthusiastic, with good people skills
* Good organisational skills
* Knowledge of diverse groups and how to cater events for a range of backgrounds

**Training and support available**

This is a new role but help and support will be available from the Chairman, Secretary and Treasurer.

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around 2 hours per week

**Further Information**

* This role does not require a DBS check