

## Social Secretary Role Description

### Overview of the Role

The Social Secretary organises and promotes social activities within the club

### What you will be doing

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

- Establish a programme of social activities to cater for interests of the membership
- Booking venues, catering and entertainment as required
- Promoting events to members with the marketing and social media coordinators

### 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

Before starting in this role, you will receive training from Matt, who will go through the process with you. You will receive ongoing support during the role.

### Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 1 hours per week
- You may be asked to attend management meeting

### Further Information

- This role will require a DBS check