



**Role Description: Social Secretary**

The role of the Social Secretary is to effectively and efficiently create, plan and manage successful social events for the club and its members. The Social Secretary has overall control recruiting, motivating and managing any social events team, and will liaise with the Membership & Registration Secretary, the Press Secretary, Fund-Raiser and the Treasurer, as appropriate.

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	<b>Responsible for:</b>	
<b>Main Duties</b>		<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Organise social events for the club</li> <li>• Work closely with the Fund-Raiser to identify potential opportunities for arranging fund raising social events</li> <li>• Motivate club members (and non members, if appropriate) to attend social events</li> <li>• Help encourage new members into the club</li> <li>• Chair Fundraising committee meetings (if appropriate)</li> <li>• May be called upon to act as mediator</li> </ul>		<ul style="list-style-type: none"> <li>• Confident and Effective communicator</li> <li>• Creative and enjoys socialising</li> <li>• Enthusiastic and a good motivator</li> <li>• Highly organised</li> </ul>	

**The Commitment we are looking for**

Managers / Committee meetings are held monthly in Doddingtonhurst Village Hall.

Your organisation of and attendance at multiple social events throughout the season.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The ‘term of office’ is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

**Our Commitment to you**

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy



## **Other Resources Available**

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website ([www.runningsports.org](http://www.runningsports.org)) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>	Skills Active	<a href="http://www.skillsactive.com">www.skillsactive.com</a>
Child Protection Unit	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	CRB	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
Club Mark	<a href="http://www.clubmark.org.uk">www.clubmark.org.uk</a>		