

Social Secretary

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

Training needed

It is advisable for you to attend Running Sports "Effective Communication"

How much time will I need to give to the role?

Approximately 5 hours each month

What Tasks are involved?

1. Organising a pre-season event and at least two other social events per year
2. Organising a Christmas Function
3. Organising an end of year event
4. Booking venues and entertainment