## 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

**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 [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

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

**Further Information**

* This role does not require a DBS check