



SOCIAL SECRETARY – JOB DESCRIPTION

ATHERSTONE ADDERS HOCKEY CLUB

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 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.

What tasks are involved?

Tasks will include:

1. Organising a pre-season event and at least two other social events per year
2. Organising an end of year event
3. Organising a Christmas function
4. Booking venues and entertainment
5. To co-ordinate fund-raising events with the Fundraising Secretary
6. To promote fund-raising activities in the local Press, on the Club website and other social media sites in conjunction with the Press & Media Officer.
7. To ensure events / activities are properly organised and of a high standard.
8. Sale of lottery style draws or raffles.

Training needed/recommended

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 per month.