



Social Secretary Role Description

Role: To organise social events for the club

Approximate time commitment: Varies throughout the year

Useful skills:

- Excellent organiser
- Considerate to club members needs
- Effective communicator – written and oral
- Enthusiastic
- Friendly
- Outgoing
- Reliable
- Ability to delegate

Tasks

- Communicate with club members to identify suitable social activities for everyone in the Club
- Organise social events for the Club (minimum four per year)
- Work closely with the club's fundraiser, catering and bar manager
- Organise events to encourage new members to the Club
- Motivate Club members to attend events
- Liaise with Club Membership Manager to advertise social events on the Copford Team App.
- Liaise with Webmaster to advertise social events on the Copford Team App.
- Liaise closely with the Club committee

If you would like further information or wish to apply for this opportunity please contact:

Contact Chairman Copford CC

