

## **Broxbourne Sports Club**

## **Role Description: Social Secretary**

**Reports to:** Chair of Sports Club Committee

### **Purpose of the Role**

- To ensure there is a regular programme of social events at the Club
- To co-ordinate with the social representatives of the sports sections

### **Main responsibilities**

Social Events:

- Develop a calendar of social events – ideally one per month
- Ensure the social diary and each event is effectively promoted to members
- Liaise with the committee and staff regarding upcoming social events
- Ensure all events are well organised – with specific attention to health and safety and financial risk management

Co-ordination with sections:

- Meet and consult regularly with social representatives from each section
- Encourage consultation with members to ensure a range of events is offered to appeal to all tastes, age groups etc
- Establish a team approach to organising events so that the workload is shared between volunteers from the sections
- Have a collaborative approach so that events run by a section are promoted as Sports Club events
- Act as an advisor for the section representatives to ensure a consistent approach to the pricing and promotion of events