



LANCASTER HOCKEY CLUB

ROLE OF THE SOCIAL SECRETARY

The Social Secretary shall be responsible for organising social events for the Club throughout the year including out of season activities where members are invited. They are responsible in conjunction with the Social Committee for organising the Club's main social events.

DUTIES OF A SOCIAL SECRETARY

- Organise and promote social events for all Club members
- Organise the Club's Christmas event
- Organise the Club's end of season presentation evening
- Assess the safety of proposed events and venues
- Liaise with committee members on social events
- Promote social events over Club's social media and website
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Organise and coordinate bookings and manage attendance at events
- Social event attendance
- Monthly Club committee meetings
- Annual General Meeting and any Emergency General Meeting
- The time commitment for being a positive role model is on-going

SKILLS AND QUALITIES REQUIRED

- To be approachable
- Interpersonal skills
- To have a knowledge of the Club and athletes
- Organisational skills