



Club /Organisation:

Volunteer Name:

Volunteer Contact:

Role Outline: Social Secretary

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Creative and enjoys socialising.
- Enthusiastic and a good motivator

MAIN DUTIES

- 1) Organise social events for the club/organisation.
- 2) Work closely with the Fund Raiser to identify potential opportunities for arranging fund raising social events
- 3) Help encourage new members into the club/organisation.
- 4) Motivate the club/organisation members to attend social events.
- 5) Chair committee meetings.
- 6) May be called on to act as mediator.

Time Commitment: