

Position      Social Secretary

Review Date:    19<sup>th</sup> October 2016

### Roles and Responsibilities Summary

Create, plan, manage and prompt all club social activities for the members.

Organisational responsibilities include

- venue hire
- booking arrangements
- event promotion
- ticket sales

Be the main point of contact for social queries and suggestions for members.

Arrange annual events including

- Darren Holloway Memorial Evening
- Club Championship Awards Night