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Social Secretary

Job Description

Job Title: Social Secretary
Accountable To: Club Committee
Qualification: None
Additional Requirements: CRB and Enhanced Disclosure Certificate
Skills Required: 1. Well Organised.
2. Highly Motivated.
3. Communication Skills.

1. Arrange venue and date for Annual Presentation evening.
2. Arrange other social activities throughout the year as appropriate for the whole Club membership.
3. Publicise and enthuse about all social events.
4. Prepare and sell tickets for events as needed.
5. Organise raffles and similar fund raising activities when needed.
6. To attend a minimum of 50% of committee meetings per year.
7. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
8. To follow and promote the ASA Code of Ethics.
9. To follow and promote the Clubs Code of Conduct.
10. To follow and promote the ASA Child Protection policy

Time Commitments: 1 Hour + Per Week
Attendance of Meetings at the Club
Attendance of External Meetings

Signed: Volunteer
/Employee

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Club

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Date