



## Roles and Responsibilities of the Social Secretaries

### Who will I be responsible to?

The Club Committee

### What is my role?

The main purpose of your role is to promote and organise social events to bring players, officials and parents of all ages together in a social setting to enhance relationships with the club.

### What else can you tell me about the role?

You must be enthusiastic, motivated, have good communication skills and be well organized and committed. As a member of a small team you must be able to work with others as well as individually as tasks and events require.

You will work closely with The Jubilee Club staff who will also be able to suggest ideas for social events that they know to be successful and are willing to organise and cater for. At times therefore your role may focus more on promoting events, enthusing club members to attend and ensuring that a warm welcome awaits them.

Yours is a very important role in developing the 'fabric' of the club. You are instrumental in encouraging people to join us, to stay and to enjoy their role as Club members and in maintaining CHC's reputation as a friendly, family, welcoming and inclusive club.

### Training needed/recommended

This will of course depend on your experience and skill base but you may wish to attend Running Sports "Effective Communication", which would be funded by the Club.

### How much time will I need to give to the role?

Understandably this varies from approximately 4/5 per month to possibly more, particularly in the week(s) preceding an event. Attendance at Committee meetings

### What tasks are involved?

1. Listening to club members as to the events/socials they enjoy or may wish to suggest
2. Liaising with The Jubilee Club to discuss possible events/dates etc
3. Meeting as a social team and proposing a plan of events for the year to the club committee, working within the Club's annual budget
4. Organising a pre-season event -The President's Trophy
5. Organising at least 2 other social events per year
6. Organising the Club's Annual Awards Dinner Dance
7. Organising one-off special events eg Tier 4 National Final trip for CHC team supporters
8. Recognising that CHC's ethos is one where the club offers affordable access for all club members to all activities
9. Providing timely information to club members and the Web Communication Team

### Where to go for help?

The Committee, The Jubilee Club, club members