



# Social Secretary

The primary role of the social secretary is to organise and communicate on social events for club members alongside the secretary and chairperson.

## Typical responsibilities:

- Suggesting social activities to committee for approval
- Effectively running the organisation of and communicating social activities (inclusive activities reflecting wants and needs of members - both drinking and non-drinking)
- Work with other committee members.  
For example, the treasurer when budgeting, the secretary when making bookings or the chair/president when preparing risk assessments. Social Media rep to help promote events on open or closed social pages
- Safety of members while on social activities until the official end of the social
- Ensuring booking deposits are paid and safety deposits re-collected and cashed into the club account
- Collaborating with other groups where beneficial e.g. interclub challenges
- Promote details of events to all members to encourage attendance and manage RSVPs
- Managing guest list and ticket sales alongside treasurer (where relevant)
- Monitor and use the dedicated inbox for communication on social events  
Contact email [social.wallaseyac@gmail.com](mailto:social.wallaseyac@gmail.com)

## Key Events:

- Christmas Meal
- Awards Evening
- Summer Picnic