

RLTC Social Secretary Role Description

Overview of the Role

Committee members represent the views of members at committee meetings and help set our club's direction

What you will be doing

Exact responsibilities will be agreed, and will depend on the role(s) you're doing but will likely include:

- Attending and contributing to committee meetings every 2 months
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and venue
- Supporting the chair, secretary, treasurer and other key volunteers in their roles
- Coordinating social events throughout the year and refreshments for club tournament/open days.
- Agreeing and co-ordinating fundraising events/activities, such as fun quiz/BBQ evenings, raffles, lotteries and fun days
- Establish a programme of social activities to cater for interests of the membership
- Booking venues, catering and entertainment as required
- Promoting events to members

Skills and experiences needed for the role

- Good communication skills
- Good listening skills
- Good organisation skills

Training and support available

Before starting in this role, you will receive training from the outgoing Social Secretary who will go through the process with you. You will receive ongoing support from the committee.

Commitments

- The time commitment for this role is flexible and will depend on the role(s) you're doing. On average this will be around 1 hours per week

Further Information

- Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.