



## GCSC Social Secretary

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### Role

Lead the team organising and promoting social events

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### Skills

- Well organised and able to delegate
  - Knowledge of local events / facilities
  - Confident and effective communicator
  - Enthusiastic and good motivator
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### Main Duties

- Manage a programme of social events
  - Lead a small team to organise and oversee club social events, including the annual Club Presentation Evening and End of Season Social Event
  - Identify and book appropriate venue and facilities
  - Co-ordinate ticket sales where appropriate
  - Arrange entertainment and catering input
  - Liaise with membership to determine type of events and encourage feedback
  - Liaise with coaching team to determine appropriate gaps in training / competition programme
  - Liaise with Communications Officer to publicise and encourage attendance
  - Liaise with Treasurer to ensure availability of funding and co-ordinate payments
  - Liaise with Fundraising Co-ordinator for opportunities to combine events
  - Liaise with Workforce Co-ordinator to secure volunteers for social events
  - Liaise with Trophy Controller to arrange secure transport and storage of trophies and engraving as appropriate, for Presentation Evening
  - Follow and promote ASA Child Safeguarding policies and guidelines
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### Commitment

On-going commitment throughout the year.  
Additional time required in preparation for social events.

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### Benefits to Self

Ability to balance the training and competition efforts of the membership, through well-run fun events.

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