

## Social Secretary

### Roles & Responsibilities

<b>Role:</b>	To organise social events for the club
<b>Approximate time commitment:</b>	Varies throughout the year
<b>Useful skills and experience:</b>	<ul style="list-style-type: none"> <li>▪ Excellent organiser</li> <li>▪ Considerate to club members needs</li> <li>▪ Effective communicator – written and oral</li> <li>▪ Enthusiastic</li> <li>▪ Friendly</li> <li>▪ Outgoing</li> <li>▪ Reliable</li> <li>▪ Ability to delegate</li> </ul>
<b>Support / Training</b>	Support through the club
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>▪ Communicate with club members to identify suitable social activities for everyone in the club</li> <li>▪ Organise social events for the club</li> <li>▪ Work closely with the clubs fundraiser, catering and bar manager</li> <li>▪ Organise events to encourage new members to the club</li> <li>▪ Motivate club members to attend events</li> <li>▪ Liaise closely with the club committee</li> </ul>

### Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others