

## **Social Secretary (Ansty Sports and Social Club)**

**Overview:** Organising and promoting social events and activities for Ansty Sports and Social Club throughout the year. It can boost a club's popularity, bring in funds and encourage new members to join.

**Reports to:** The Management Committee

**Time commitment:** 3 hours per week

### **Responsibilities:**

- Plan socials for all age ranges and across all sections of Ansty Sports and Social Club.
- Source food and drink, venues and travel.
- Register attendees and collect payment.
- Recruit a team of helpers to assist.
- Liaise with Ansty Cricket Club Communications Manager to publicise events as necessary
- Report to the committee on progress, costs and feedback.

### **Skills and attributes:**

- Strong attention to detail for planning then delivering socials.
- Should have creativity, ideas and enthusiasm.
- Able to meet deadlines.
- Able to encourage club members to support social activities.