

ROLE: Social Secretary
RESPONSIBLE TO: Chairman, Committee & Club Members
PURPOSE: Organise social events for club members.
COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- To organise regular social activities for club members, including the Annual Awards Dinner.
- To organise prizes and awards for presentation at the Annual Awards Dinner.

Skills and Qualities

- Organised
- Methodical
- Approachable

NAME (please print)			
SIGNED		DATE	