

Tri-Anglia Role Description



Role: Social Secretary

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Responsible to:

- Trustees
- Fellow committee officers
- Club members

Purpose:

- Responsible for social functions through the year.

Commitment:

- Meeting attendance and organisation of social events.

Role Responsibilities

- Attends committee meetings, contributing to committee discussions and decisions.
- Contributes relevant appropriate content to club website and club newsletter.
- Organises Club talks – including arranging venues, liaison with speakers etc
- Promotes Club social events with support from the Communications Officer (and team).
- Organises “social” aspect of the Club AGM, i.e. ordering pizzas, arranging for post-AGM drinks
- Organises Club Awards if separate from the AGM.

Skills and Qualities

- Organised and outgoing.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Is a member of Tri-Anglia and complies with the club's Code of Conduct
- Is ideally a Triathlon England member.

Recognition

- Following years club membership.

Role Appointment Acceptance – Social Secretary

Appointed Social Secretary

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____