

Committee Position: Social Secretary

Key Responsibilities:

- Organise and promote social events for all Club members
- Organise and co-ordinate bookings and manage attendance of social events
- Attend social events
- Organise the Club's Christmas Event
- Assess suitability of proposed events and venues
- Liaise with Committee members about social events
- Promote social events over the Club's Social media
- Be a positive role model for all Club members

Key Skills: (Essential / Desirable)

Be approachable
Interpersonal skills
Organisational skills

Date of election: November 2017