

# Deepings Swimming Club



## **JOB DESCRIPTION: SOCIAL SECRETARY**

**JOB TITLE:** Social Secretary

**RESPONSIBLE TO:** DSC Committee and Club Members

**SKILLS REQUIRED:**

- Well organised
- Communication Skills
- Administration Skills

**MAIN DUTIES**

- 1) Responsible for the compilation and management of the Club's 12 month social programme (in conjunction with the Club committee).
- 2) Issue social event notifications to the Fixtures Secretary annually for inclusion on Club Calendar and to the Website Coordinator for publicity.
- 3) Issue invitations to club members wishing to attend and maintaining list of those wishing to attend.
- 4) Manage any finances associated with Social Events and forward balance sheet and income to Treasurer.
- 5) Manage monthly Club Night events and liaise between parents on issues to raise at Committee Meetings.
- 6) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_