

Role Descriptor Social Secretary

PURPOSE

To co-ordinate social and fundraising activities for the Club membership.

MAIN FUNCTIONS AND DUTIES

- To participate in committee meetings.
- To promote and arrange social occasions for Club members throughout the year, with the support of other committee members where appropriate.
- To consider and organise fund raising activities, with the support of other committee members where appropriate.
- Liaise with the Treasurer regarding fundraising events and outcomes, and collection/payment of fees for social events.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable and friendly

REQUIREMENTS

- Be a member of Scottish Swimming
- Adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- No specific training required.

TIME COMMITMENT

Approximately 5-10 hours per month generally but more time around the social events themselves.