

# **BRAMSHAW CRICKET CLUB**

## **SOCIAL SECRETARY – ROLE DESCRIPTION**

**ROLE TITLE:** Social Secretary  
**RESPONSIBLE TO:** The Club Committee

### **SKILLS REQUIRED:**

Excellent organiser  
Considerate to club members needs  
Effective communicator – written and oral  
Enthusiastic  
Friendly  
Outgoing  
Reliable  
Ability to delegate

### **ROLE PURPOSE:**

- 1) To organise social events for the club.

### **MAIN DUTIES:**

- 1) To communicate with club members to identify suitable social activities for everyone in the club.
- 2) To organise social events for the club.
- 3) To organise events to encourage new members to the club.
- 4) To motivate club members to attend events.
- 5) To liaise closely with the club committee.