

Reading Rugby Football Club (RRFC)

SOCIAL SECRETARY

RESPONSIBILITIES:

OF ROLE: To organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club. To promote healthy participation in a fun club

TO: Main Committee

FOR: Social Committee

DUTIES:

- Organising club functions, such as end of season and pre-season events and Christmas party
- Booking venues and entertainment
- Work closely with the fundraiser to identify potential opportunities for organising fundraising social events
- Help encourage new members into the club and motivate members to attend club events

IDEAL/KEY SKILLS FOR ROLE:

- Enthusiastic
- Motivated
- Good communication and organisational skills
- Creative and enjoys socialising
- Ability to include all sections of the club with a variety of tastes.

TIME COMMITMENT:

Approximately 2 hours per week; potential to vary depending on social events in calendar

CLUB NOTES: