

SOCIAL SECRETARY

Purpose of Post

To organise activities where members and their families can interact socially outside the swimming training forum

To identify and initiate activities which may be used to raise additional funds for the Club

To provide reports of social activities to the Club Committee

Principle Responsibilities

To identify opportunities to enable members to interact socially and to arrange such opportunities

To report status of organised activities to the Club Committee

To encourage members to participate in activities to promote the feeling of being part of a large successful swimming club

To co-ordinate catering arrangements when the Club are hosting events

Contact with Others

Committee members

Volunteers and employed Head Coach

External providers of venues etc

Most Challenging and / or Difficult Parts of the Post

The management of successful events

The development of new opportunities for social interaction

Identifying opportunity to raise funds

Building effective relationships with parents, carers and swimmers