

Stowmarket Striders Running Club

Volunteer Job Description



Social Secretary

Purpose and tasks:	Organise and coordinate all social functions on behalf of the membership.
Tasks include:	<ul style="list-style-type: none">▪ Organising all social functions of the club to include, but not restricted to, the following annual events:-<ul style="list-style-type: none">○ the pre-London Marathon pasta party;○ the summer BBQ;○ the club Christmas party; &○ the committee pre-AGM meal.▪ At the appropriate anniversary, <i>usually every 5 years from when the club was first formed in 1986</i>, organise the clubs anniversary dinner dance.▪ Any other social events during the year that the position holder feels would be appropriate.▪ Advertisement of all club social events, including announcements, e-mail, posters, newsletters, and use of the club website.▪ Where necessary, recording names of all members attending social functions and ensuring payment is received on behalf of the club.▪ Arranging payments to suppliers for social activities in agreement with the club's committee.▪ Other ad hoc duties.
Responsible to:	The Chairman.
Competences/Experience required:	Good organisational abilities and a sense of fun.
Qualifications required:	None.
Commitment required:	Approximately ½ hour a week. Busier when necessary for social functions.
Support/Training required:	None.

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year