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## ROLE DESCRIPTION FOR A SOCIAL SECRETARY

The information below outlines the role, and skills and knowledge to look for in a Social Secretary. Abingdon Hockey Club has two Social Secretaries, one for the men's section and one for the ladies' section, who work together to organise the social events of the club.

### ROLE

- To sit on the Abingdon Hockey Club committee and attend meetings.
- To have a vote on the committee.
- To arrange all club socials as agreed by the committee, including the Christmas social and the End-of-Season Social.
- To arrange the trophies for the End-of-Season Social.

### EXPERIENCE, KNOWLEDGE & SKILLS

- Good communication skills.
- Good organisation skills.
- Approachable.