

Social Secretary

1. Purpose

The core purpose of the Social Secretary is to organise and promote events that encourage additional contact and develop relationships with members on an informal basis.

2. Duties

The main duties of the Social Secretary include:

- Promotion of Society Social evenings (quiz night etc); and
- Co-ordinating other Society Social events.

This list is not exhaustive and the Social Secretary may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

3. Accountabilities

The Social Secretary will be ultimately responsible to the Membership of the Society.

On a day to day basis they are is accountable to the Secretary, Officers and other members of the Society Committee.

4. Working relationships

The Social Secretary will work directly with the Officers of the Committee.

5. Other notes

The position of Social Secretary is a good grounding for someone to know members within the Society with the knowledge and experience hopefully gained enabling the individual to take on other roles within Society.