

Role Description:

NJ Social Secretary

The role of a Social Secretary is to organise well run, fun social events. This role is important because socials allow members to get to know each other better, enjoy themselves more and ultimately build greater commitment to the club.

Key responsibilities:

- To work with the management committee to establish a programme of appropriate activities to cater for the interests of the membership
- To organise appropriate activities- according to the time of year and in conjunction with other club activities
- To book venues, catering and entertainment as required in collaboration with the management committee.
- To manage the financial aspects of social aspects in collaboration with the Treasurer
- To promote events to members working closely with the Secretary
- Leading in the organising of social wear for the club/society (e.g. shirts, hoodies, etc.)

Desirable Skills:

- Good organisation and communication skills
- Good interpersonal skills
- Team Player
- Confident and outgoing