

Social Secretary

The Social Secretary should be a fundamental part of a sports club as it is their responsibility to ensure everyone enjoys themselves in an inclusive and safe environment. Social activities are sometimes the most important events as these are the times when club members get to know each other and build friendships which may have a positive impact on your team development. The social secretary should plan events that break down barriers between old and new members and make everyone feel welcome.

Personal skills

- Creative thinking
- Commitment to inclusion
- Motivating club members
- Ability to plan sober socials
- Personable and approachable
- Respect others values
- Respected by club members

Key responsibilities

1. Organise a wide range of socials that suit all club members and don't always revolve around alcohol
2. Reflect the diverse nature of the student body to increase membership and ensure events are accessible
3. Provide a calendar of events throughout the year
4. Ensure everyone has a fun but safe experience
5. Ensure positive club morale but uniting the club and breaking down 'cliques'
6. Bring club members together
7. Be a good listener to members who may not be enjoying an event
8. **REMEMBER INITIATIONS ARE NOT PERMITTED**