



Social Secretary

NAME OF CLUB: Hungerford Hares
ROLE: Social Secretary
RESPONSIBLE TO: Club Committee

Typical Responsibilities:

- Responsible for organising and promoting social activities within the club.
- To work with the club committee to establish a programme of appropriate activities to cater for the age range and interests of the membership.
- Identify likely number of members and guests attending each of our main events.
- Advise committee of venue options for these events and of any costs involved.
- Book venues and appropriate entertainment.
- If appropriate, collect cash from members who have agreed to attend events and pass on to Treasurer.
- Arranging handover or succession planning for the position