



Social Secretary Role Description

Overview of the Role

The Social Secretary organises and promotes social activities within the club

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Establish a programme of tennis and non-tennis related social activities to cater for the interests of the membership
- Booking venues, and arranging catering and entertainment as required
- Promoting events to members

Skills and experiences needed for the role

- Enthusiastic, with good people skills
- Good organisational skills
- Knowledge of diverse groups and how to cater events for a range of backgrounds

Training and support available

Before starting in this role, you should receive a briefing from your predecessor. You will receive ongoing support from the club's management committee.

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 5 hours per month.

Further Information

- This role does not require a DBS check, unless you are actively involved in junior tennis activities.