

## Social Secretary

The Social Secretaries are responsible for making sure that people feel part of a community. This is achieved by ensuring there are multiple events throughout the year for club members to spend time together outside of playing hockey.

Reports to Club Committee and Chair

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### Core Responsibilities

#### 1. Inclusivity

- Make sure that everyone attending socials feels involved and welcome
- Set an example of inclusive culture even outside of social events i.e. training
- Encourage week-to-week socialising even if there isn't a 'big social' planned
- Report any issues or safeguarding concerns to the Safeguarding & Welfare Officers

#### 2. Organisation

- Release dates for socials out to members as soon as possible to increase attendance
- Aim for a few 'big' socials each side of Christmas
- Set socials up on Teamo
- Liaise with Sponsorship Secretary to organise fundraising activities

#### 3. Communication

- Ensure that all socials are advertised in a way that does not exclude newcomers or certain sections of the club
- Work with the Treasurer to sort invoices and Teamo payments
- Feedback on socials to the committee

#### 4. Tour

- Point of contact for organising tours over summer (notably Ely, sometimes a few others)
- This can always be delegated to another willing soul but something to bear in mind

#### 5. Annual Dinner

- Support the organisation of the Annual Dinner (There is a super-spreadsheet for this, don't worry)

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### Requirements

- Enjoy talking to new people, and be an approachable figure for newcomers
- Literate in Excel
- Strong communication skills