

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

SOCIAL SECRETARY

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent verbal and written communication skills
 - Demonstrated organisational skills with the ability to meet tight deadlines
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EXPERIENCE NEEDED:

- Relevant experience and demonstrated ability to effectively manage the full range of social functions of the club
 - Demonstrated ability to maintain accurate and timely financial records
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MAIN DUTIES:

- Developing and implementing a social calendar and budget for your club
 - Organises all social events
 - Promotes social events
 - Books venues, assists with publicity
 - To follow and promote the ASA Child Protection Policy
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BENEFITS TO SELF

Help to coordinate social, business, and personal affairs the club. Confers with the committee on contemplated social functions

TIME COMMITMENT: Periodically

Signatures: Social Secretary _____ Date _____

Chairperson _____ Date _____

