

## ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

### **JOB DESCRIPTION: SECRETARY TO THE SOCIAL COMMITTEE**

**JOB TITLE:** SECRETARY TO THE SOCIAL COMMITTEE

**RESPONSIBLE TO:** Executive Committee

**SKILLS REQUIRED:**

- Communication Skills - Well Organised
- Enthusiastic - Ability to motivate
- Friendly, outgoing and approachable
- Basic Administration – ITC skills

**MAIN DUTIES**

1. Organise regular meetings (usually monthly)
2. Take minutes at the meetings and circulate these to the social committee members, and to the executive committee.
3. Plan and organise events that will appeal to all age groups across a wide range of interests, e.g.
  - Disco
  - BBQ and games
  - Treasure hunts
  - Quizzes
  - Raffles
  - Theatre / concerts
  - Theme parks
  - 100 Club
4. Aim to involve parents as well as swimmers in both the taking part and the arrangements where possible.
5. Encourage swimmers and parents to involve friends from outside the club, including those from other swimming clubs.

**Time Commitment:**

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_