

## **Guildford Archery Club Social Secretary: Job Description** (Rev: Dec 2010)

**JOB TITLE:** Social Secretary

**RESPONSIBLE TO:** Hon. Treasurer

**SKILLS REQUIRED:**

- Good Organiser
- Sociable outlook
- Experience in planning events and managing teams
- Good communication skills
- Prepared to make regular time commitment

### **MAIN DUTIES:**

- 1) In collaboration with the Records Secretary and Chairperson, organise the annual Awards dinner in December each year including investigating and selecting venue, catering and bar facilities, budgeting, ticket sales and remitting cash to the Honorary Treasurer, publicity and raffle or other fund-raising activities.
- 2) In collaboration with the Events and Fundraising team, promote Fun Shoots after each Beginners' course to encourage new and current members to mix.
- 3) Over the year, propose a range of social activities to the Executive Management Committee for selection and adoption. Previous events have included Fun Shoots, charity shoots, quizzes, skittles and dance evenings, brewery visits and outings to plays, pantomimes or films. Events should budget to at least break even and preferably show a small surplus.
- 4) Liaise with local community groups including the Normandy Village Hall and Normandy Bowling Club for opportunities for GAC members to participate in other local events.
- 5) Such other social activities involving Club members or facilities as may be approved by the Executive Management Committee.
- 6) Organise event support including catering, barbecue maintenance and raffle organisation.