

WEYBRIDGE ROWING CLUB

SOCIAL SECRETARY

Summary: To organise and co-ordinate social activities for club members, facilitating participation and appropriate events for all elements of the club

Accountable and Responsible for:-

Social activities provide an opportunity for the Club Membership, friends and family to mix and engender a positive environment, as well as provide the potential for fundraising.

Key activities

- To develop and organise regular social activities across the year, taking due account both of the traditions of the Club as well as the trends of new membership.
- To organise events that engage all members of the club.
- Provide good quality events that justify the running cost and any costs to members.
- To ensure that events break even and are run at no additional cost to the club.
- To work with other members of the club to organise fundraising and social events and delegate jobs where appropriate.
- Support the Annual Dinner Organiser with the co-ordination of the event.
- To submit full accounts for each event to the committee and provide a report on events for committee meetings
- If a committee member, attend WRC Committee Meetings (monthly), giving feedback from past events and outlining plans for future events.