



CHELMSFORD HOCKEY CLUB

ROLE DESCRIPTION

Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL

Tel: 01245 250189

www.chelmsfordhc.org.uk

Role & Responsibilities of the **SOCIAL SECRETARY**

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

Where possible looks to raise money from social events but not at the expense of the social well being of the club.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

What tasks are involved?

Tasks will include:

1. Organising regular social events per year for the different members of the senior club including possibly a bi-annual ball, Christmas party, pre-season and end of season events
2. Booking venues and entertainment