

# **WANTAGE WHITE HORSE SWIMMING CLUB**

**Role Title:**                **Social Secretary**

**Objective/Purpose of Role:**

To Organise Social Events for swimmers and their families

**Skills:**

Good communicator and motivator  
Well organised and able to delegate

**Responsibilities/Activities**

- Organise social events at least three times a year. Typically this has been Christmas Party, breakfast swims, and a summer BBQ.
- Create posters to advertise the event and organise willing helpers during the event.
- Organise ad hoc events as requested by the committee.

**Typically includes Liaising With:**

Committee members to agree dates and venues for events.  
Parents to arrange help at the event.

**Indication of personal time spent performing task.**

Attend committee meetings once a month. Small amount of time setting up event and then shopping for food prior to event. Event organisation at time of activity.