

Hillingdon Triathletes

Social Secretary Job Description



Volunteer Job Title	Social Secretary
Type of Volunteering	To act as Social Secretary for your club.
Main Purpose of Volunteering	Arrange club social meetings and events which will be of interest and accessible to all members.
Responsible to	The Chairman of the club.
Competencies / Experience required	Be in touch with the needs and wants of the members, methodical, organised and be able to make decisions for the committee.
Commitment required	Approximately 4 x 2 hour meetings per year, with about 12 hours for the annual dinner. Other meetings to a lesser time.
Benefits to self	Working on a Club Committee and seeing improved organisation and development within your club and its members.
Benefits to community	The club will continue to grow with committed members who feel part of an inclusive club, through being able to attend events that interest and engage them.
Support received from	The club's committee and other volunteers.
Is this Volunteer Opportunity open to disabled persons?	Yes.