

## NEWTON ABBOT SWIMMING CLUB

### **JOB DESCRIPTION: SOCIAL SECRETARY**

**JOB TITLE:** Social Secretary

**RESPONSIBLE TO:** Cub Committee and members

**SKILLS REQUIRED:**

- Enthusiastic
- Well Organised
- Ability to communicate with people

**MAIN DUTIES**

- 1) Organise non-swimming social events for the members of the Club consultation with the Committee.
- 2) Consider all suggestions requests from swimmers for social events
- 3) Adopt a charging policy which aims to cover the cost or make a small surplus on events, unless otherwise agreed by the management committee.
- 4) Follow and promote the ASA Child Protection policy
- 5) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

**Time Commitment** \_\_\_\_\_

**Signatures:** Social Secretary \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_