

## **JOB DESCRIPTION: SOCIAL/FUND RAISING SECRETARY**

**JOB TITLE:** Social/Fund Raising Secretary

**RESPONSIBLE TO:** General Committee

**SKILLS REQUIRED:**

- 1 Communication Skills
- 2 Well Organised
- 3 Enthusiastic
- 4 Ability to motivate

**MAIN DUTIES**

- 1) Identifying the aims and requirements of the club.
- 2) Liaise with all secretaries, treasurer & Head Coach.
- 3) To seek out and identify appropriate financial supporters.
- 4) Organise any social/fun events.
- 5) To liaise with the Volunteer Co-ordinator to seek and identify appropriate volunteers for any events.
- 6) To develop, along with the committee, the clubs Action Plan.
- 7) To implement current action plan.
- 8) To develop along with the Head Coach any motivational events.
- 9) To follow and promote the ASA Child Protection & Code of Ethics policy

**Time Commitment:** (1 hour per week plus attendance at any social events)

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson \_\_\_\_\_ Date: \_\_\_\_\_