

Water Polo Social Secretary



Role

To organise the annual awards ceremony and other social functions.

Skills

- Enthusiastic
- Motivated
- Good communication and organisational skills
- Creative and enjoys socialising
- Ability to include all sections of the club with a variety of tastes.

Main Duties:

- To organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club;
- To promote healthy participation in a fun club;
- Booking venues, and organise food, drink and entertainment as necessary;
- Work closely with the fundraiser to identify potential opportunities for organising fundraising social events;
- Help encourage new members into the club and motivate members past and present to attend club events.
- To liaise with the webmaster to ensure information is kept up to date on the website.

Commitment

It is vital for the club and county that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Useful Websites

www.bridportwaterpolo.org.uk

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.