

Title: Committee Job Description: Social Secretary	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Social Secretary has overall responsibility for all Club Runs and Weekends Away, and in particular, the development of an advance Club Runs / Weekends Away Calendar.

In the execution of this role, the **Social Secretary** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct.
3. Develop a Club Runs Calendar and publish it on the Club web-site & Club Magazine 6 – 12 months in advance
4. Plan each run, booking facilities as required.
5. Submit full event details including Attendance Form requirements to the Webmaster with at least 6 weeks prior to each event.
6. Organise each run. Nominate the Run Leader, Run Tail and any intermediate vehicles which will be equipped with UHF radios. Debrief group before departure and at intermediate stops so the group all know what is happening.
7. Use the club's online payments system for run receipts and reporting
8. Notify CAMS of each Run in advance as required for insurance purposes.
9. Ensure the promotion of every event in the web-site, broadcast emails, Club magazine and at Club Meetings
10. Maintain the confidentiality of Committee business
11. Be aware of what other Runs are on through other similar Clubs
12. Liaise with Runs Directors from other Clubs for mutual member benefit
13. Ensure that Run Reports and photos are promptly submitted to the Club Magazine for every event.
14. Be involved in the continuous improvement process
15. Be a team player and make the good of the Club the over-riding priority
16. Listen to Club Members
17. Perform any other duties as may be required.

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 Annual Review
4. 01/01/2016 General Review. Add 6 weeks lead time of event notification to Webmaster.

Committee Member Acceptance:

Date:

Name

Signature