

M&M MEDWAY & MAIDSTONE A.C. M&M

ROLE DESCRIPTION FOR SOCIAL SECRETARY

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The role of the Social Secretary within the Club is to:-

- Organise social events for the membership of the Club.

The Social Secretary is expected to:-

- Enquire what social activities the members would like
- Book venues for social events as required
- Book entertainment as required
- Negotiate prices for venues and entertainment with suppliers
- Advertise social events to the membership
- Agree costs for planned events with Treasurer
- Enhance social contact within the Club

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The Social Secretary is expected to take responsibility for:-

- Ensuring that any events are adequately publicised
- Facilitating social contact between individuals and groups within the Club

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