



---

## Appendix 4.1.07 : Job Description ~ Social Secretary

---

One of the defining features of rugby is its social element.

It's fundamental to enjoying the game and building team spirit. As Social Secretary, you are the glue that brings and binds people together. It requires great personal skill and charm, knowledge of the game and the club that's both wide and deep, plus a genuine desire to get everyone involved.

Ideally, you'll need to be:

- Enthusiastic, sociable and motivated
- Committed to the club
- A good and easy communicator
- Able to organise everyone
- Able to creatively include all areas of the club

What you'll do:

- Create an annual 'social calendar' and agree a budget for events
- Organise club functions including pre-season and end of season events and the Christmas party
- Book venues and entertainment
- Work with the Fundraising Manager to identify opportunities for fundraising social events
- Encourage new members into the club
- Motivate members to attend club events
- Promote healthy participation in a fun club

How much time it will take up:

- Allow around 2 hours per week minimum – there is always the potential to vary and increase depending on the calendar of social events and time of year.

What you'll get out of it:

- Apart from a much bigger contacts book, you'll be helping shape the character and future of the club. You'll be bringing the players, officials, parents and members together in ways that will improve the way the club runs – and add an extra dimension to their lives. We think this hugely valuable experience will have currency in any occupation.