



Balgownie Junior Football Club

Job description for: SOCIAL SECRETARY

OVERVIEW:

To lift Club spirit and foster new and old friendships by organising/promoting events outside game time for all Club Members.

RESPONSIBILITIES:

- Organise or promote social events in keeping with the Club's charter and values (integrity, safety, family-friendly, non-elitist, non-racist etc).
- Oversight of all aspects of the event: planning, payments (in conjunction with the Treasurer), advertising, ticketing, catering, drinks, music and venue information.
- Prepare a calendar of events as early as possible in the year to aid in the promotion of the events.
- Except for extraordinary circumstances, all events should be run as revenue-neutral or for a profit.
- The integrity of all Club members should be upheld at all times.
- Attract other volunteers to assist with the organisation and running of the event.
- Provide sufficient notice for events by sending suitable notifications via mail, email, word-of-mouth, website, Facebook and other social media.
- Create and foster healthy business relationships with the local community.
- Submit proposals for events to the Committee with indications of costings to the Treasurer.
- Provide a written report and photos to the Publicity Officer and the Committee soon after each event.
- Provide the Treasurer with a Profit & Loss report of each event.

RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the Publicity Officer.

ACCOUNTABILITY:

The Social Secretary will report to the President, Secretary and General Committee of the club.

COMMITMENT LEVEL:

The estimated time commitment required as the Social Secretary is up to 2 hours per week with an increase in hours around each event.

ESSENTIAL SKILLS:

- Energetic, enthusiastic and creative.
- Good organisation skills.
- Great communication ability, especially with the wider community.
- Able to mobilise and motivate volunteers.
- Able to make and meet budgets and run events at a profit.