



Bethnal Green Sharks Swimming Club
(Affiliated to London Region, M.C.A.S.A. and Tower Hamlets Sports Council)

SOCIAL SECRETARY

Role

To play a key role in all aspects of organising events and ensure smooth running.

Skills

- Well organised and efficient.
 - Good organisational skills.
 - Confident and effective communicator.
 - Ability to delegate.
-

Main Duties

- Organise the annual calendar for all swimming events, liaising with the Head Coach and Treasurer.
 - Collate all championship entries and produce programme.
 - Keep accurate records of trophy holders.
 - Keep records of money received and receipts issued for the club treasurer.
 - Keep effective records of all transactions.
 - Book photographer and DJ.
 - Arrange for printing of tickets.
 - Arranging for raffle tickets to be sold.
 - Ensuring raffle prizes have been bought.
 - Book venues and artists as and when required.
 - Make arrangements for catering/refreshments.
-

Commitment

Meetings as and when required.

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club
