

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Social Secretary

Reports to: Windsor Cricket Club Committee

General Description:

To maintain a good level of social activity within the club through regular events that attract all membership groups.

Essential Job Functions:

- To provide a full and varied social diary of activities at the cricket club.
- To project manage any events arranged or ensure that the responsibility is delegated to a responsible deputy
- To liaise with Bar and Catering Managers with regards the events and any requirements of these areas involved
- Attend monthly committee meetings, presenting a report
- Attend Annual General Meetings and report on the previous season if so required
- To act as Chair of any sub-committees created for social activities
- To ensure the club's integrity and legality is upheld at all times whilst completing the role.

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created