

Tockington Archers

Committee Member Post Profile

Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.

Post:

Social Secretary

Duties of the Post:

It is the duty of the post holder to:

- 1) Manage and arrange social activities for club members:
 - a) Identify events that are of interest to members
 - b) Organisation events for club members
 - c) Communicate with members on issues related to social activities
- 2) Organise events for junior members with the aim of encouraging junior membership:
 - a) Liaise with Club Child Protection Officer as necessary to ensure junior members are safe at all times.
- 3) Act as focal point for new members joining the club;
 - a) Ensure they are inducted into the day to day running of the club with regards to:
 - i) Where and how equipment is stored
 - ii) The clubs expectations of them
 - iii) Payment of shooting fees
 - iv) Clearing of equipment to store after use
 - b) Ensure new members feel are welcome, comfortable and at ease
- 4) Attend committee meetings
- 5) Prepare and present a Social Secretary's report at the AGM
- 6) Keep the other members of the committee informed as necessary of correspondence or developments