

Wessex Volleyball Club



Social/Events Secretary (Co-opted to Board as required)

Who will I work with?	Reports to the Chairperson – work with Social/Event committee, club members
What will I do?	<ul style="list-style-type: none"> • Form and led a Social and Event committee • Organise social events to bring the whole club together • Organise an early season event, to bring club together and welcome new members. • One event should be focussed on raising funds for the Mark Pitman Fund • Organise an end of season awards event • Book venues and entertainment • Work alongside Fund Raising Officer to help build club funds as and when appropriate • Work alongside Marketing Officer to help promote event
How much time will I need to give?	<ul style="list-style-type: none"> • 3-4 hours per month, possibly with a greater commitment in the run up to an event
What do I need to do this role?	<ul style="list-style-type: none"> • Enthusiasm • Good organisational skills • Good inter personal skills and a sense of fun • Creative and committed
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • Satisfaction of making a difference in your club • The club will reimburse any <u>agreed</u> expenses that you incur as a result of your volunteer role • Platform for future volunteering opportunities • The enjoyment of meeting new people as part of a team