



OLD CRANLEIGHAN HOCKEY CLUB

Club Social Secretary

Responsible for developing and ensuring the smooth running of the social fixtures at the hockey club. The off pitch social side of the club is an important aspect of OCHC and used for fundraising too. The role holder will be supported by the Senior teams and the Junior section social secretaries / co-ordinator.

The role holder needs to be the approachable friendly face of the club for all club members.

Duties of Club Social Secretary

- To work with the Club Captain, Senior team / Junior Social Secretaries to establish a programme of appropriate activities to cater for the age range and interests of the membership.
- Ensure all proposed socials and dates are run approved by Club Captain and / or Executive Committee.
- To develop and organise annual social functions, such as a Club Day, Christmas and the End of Season Dinner and Junior presentations.
- To work with the Senior team / Junior Social Secretaries to organise additional ad hoc fundraising socials throughout the season such the season starter, race night, quiz night, curry night, poker night etc.. these should be the responsibility of the Senior team Social Secretaries. We would recommend two teams per social to ensure collaboration.
- To develop and budget for the social functions to ensure they represent value for money but also provide a fundraising opportunity.
- To book venues, catering and entertainment as required. Majority of events are on site so liaising with JJ and Georgie on dates and details.
- To promote events to members creating the marketing/comms for the events and working with the website and social media editor to promote.
- Collaborate with the strategy and sponsorship team to secure sponsors where appropriate.
- Liaise with the OC Rugby Club to try and align joint socials i.e. Christmas

Commitment / Time For The Role

- Peak time September, November and March.
- 1-2 hours a week, when organising events.
- Attendance at social events.
- Attendance at Club AGM and Executive Committee on an ad hoc basis for delivery of plan and intermittent updates.



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Skills & Qualities Required

- Able to establish a strong club presence.
- Good organisation and communication skills.
- Enthusiastic and sociable.
- Have a good working knowledge of the club.
- Able to negotiate on prices.