

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 19th May 2025)



Club Social Secretary

Purpose and tasks:

1. Organise and coordinate all social functions on behalf of the membership. These generally include, but are not exclusive to, the summer party, the club Christmas and annual awards party and the committee pre-AGM meal.
2. At the appropriate anniversary (every five years) organise the club's anniversary celebratory event(s)
3. Other social events to include social runs, bluebell run, Christmas lights run, Boxing Day run, trail run annual presentation evening (in liaison with trail run co-ordinator)
4. Advertisement of all club social events, including announcements, email, posters, newsletters and use of club website in collaboration with the publicity officer.
5. Where necessary, recording names of all members attending social functions and ensuring payment is received on behalf of the club.
6. Preparing a budget, in liaison with the club treasurer and committee for regular annual social functions.
7. Liaising with the captains, coaches and committee ensuring the ordering, engraving and provision relating to all individual annual awards organised by them (club champs, grand prix, track challenge).
8. Arranging the engraving of all perpetual trophies for the annual Awards night. Retaining a copy of the recipients list of perpetual trophies for the previous year to make contact and request return of trophies for cleaning and engraving of the current year recipients (by end of October).

Responsible to:

The Chair.

Competencies:

Good organisational skills and a sense of fun.

Support / training:

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year

