

SOCIAL SECRETARY – Cambourne Exiles RFC

Main purpose of role: Responsible for planning and coordinating social activities of the club

Actual duties involved:

- Planning, management and coordination of club social activities
- Annual End-of-Season Dinner
- Christmas Dinner
- Occasional social events throughout the season
- Annual Tour

Liaison with: All committee members, Club members, other clubs

The post holder will be responsible to: The Executive committee

Meetings to attend

- Executive committee meetings
- Annual general meeting if appropriate

Estimated time commitment: Average 1– 2 hours per week through the year

Term of role: Appointed for 1 year, to retain the role for a maximum of 3 years.

Benefits: Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer