****

**How to ….. be a Social Secretary**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Social Secretary/Events Officer**

*Key responsibilities:*

The Event officer’s role is to organise all aspects of planning an event for your activity group. This role requires working closely with the rest of the committee.

* Organise a variety of social & competitive events throughout the year
* Ensure SU are informed of all activities completing risk assessments and relevant event/trip packs are completed all so you and your members are covered by insurance
* Organisation is key (see How to plan an event for more information)
* Talk with members to see what events they would like to attend (see Members Rep for making sure your event is inclusive)
* Make sure you advertise and promote events (see ‘How to be a Publicity Officer’ for additional guidance)
* You can find more information on fundraising events in ‘How to adopt a charity’