



GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association
Hertfordshire Football Association,
Watford Friendly League,
Olympian League

www.gadeside.co.uk
www.gadesideseniors.co.uk

Social Secretary

Job Purpose

- To organise and co-ordinate social activities for club members
- To facilitate participation across all elements of the club and gear events appropriately.
- To submit full accounts for each event to the treasurer and provide a report for each social committee meeting to all members of the core committee.

Roles and Responsibilities

- To organise a minimum of 4 yearly events and aim to develop regular social activities across the year.
- To create a social committee with other members from across the whole club and organise fundraising and social events then delegate jobs where appropriate to that committee.
- To organise events that will try and engage members of the club.
- Provide good quality events that justify the running cost and any costs to core committee.
- To ensure that events break even and are run at no additional cost to the club (profit where possible).
- Support the Club with the co-ordination of the Annual Presentation Evening.
- To submit full accounts for each event to the treasurer and provide a social report for each committee meeting.