

## Job Description

### Job title: Social Secretary

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1. To chair the Social Team, and ensure this team follows the agreed Social Team Charter plus any other procedures listed in Swindon Dolphin Document & Procedure Management document SDOP1000.
2. As part of the Social Team, ensure Social events are organized and run for the benefit of all Swindon Dolphin members.
3. Ensure any events organized by the Social Team are compliant with any appropriate Legal / H&S or Welfare laws / procedures.
4. Ensure permission is gained (and documented) from any external companies / businesses or individuals for Swindon Dolphin to use their Company Name / Logo / Details in the promotion or advertising of Swindon Dolphin Social events.
5. To provide monthly reports to the Executive covering any Social activities organized by the Social Team.
6. To liaise between Competition Secretary / Fundraising Team / Chief Coach / SDO and any other areas of the club to ensure Social events have minimal or no impact on the swimming activities within the club.
7. To follow and promote the ASA Child Protection Policy.

### Requirements:

The ideal applicant will have good organisational and communication skills.

### Reporting to:

The Swindon Dolphin Executive Committee.

### Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.