



ASRC Social Secretary : Roles and Responsibilities

(Voting role x 1)

The ASRC Social Secretary role is currently shared between two people, and it is recommended that it remains a joint role. Sharing the role helps spread the workload, makes planning easier, and ensures there is cover when one person is unavailable.

The Social Secretary is responsible for helping to organise and coordinate social events for Aldershot Ski Race Club, supporting the friendly and inclusive club atmosphere for racers, parents, coaches, and volunteers.

Main responsibilities include:

- **Organise the ASRC Annual Awards Dinner**, usually held in November. This includes helping to arrange the venue, timings, food, ticketing or payments, communication with members, and any decorations or awards-related support needed on the night.
- **Organise the ASRC Winter Social**, usually held during a Sunday morning long training session. This involves working with the coaches to plan a fun session or activity, and helping to provide seasonal refreshments such as mince pies and hot chocolate.
- **Organise the ASRC Summer Social**, usually during a wednesday training session. This may include encouraging families to bring a BBQ or picnic while the children ski, and helping coordinate access to other activities such as the donutting slope where available.
- **Support other club social activities** throughout the year, where appropriate, to help bring members together and encourage a positive club spirit.
- **Communicate event details** to members in good time, including dates, arrangements, costs, what to bring, and any volunteer help needed.
- **Work with the committee, coaches, and volunteers** to ensure events are suitable, safe, inclusive and enjoyable for all ages.
- **Help welcome new families and members** at social events, ski trials and encouraging participation across the club.

The role does not need to be overly time-consuming, but it is important in helping maintain the community feel of ASRC. It would suit someone organised, approachable, and happy to get involved in creating fun opportunities for members to come together outside normal training and racing. Attendance for at least 6 monthly committee meetings a year is expected.

This position holds 1 vote on the committee, so a lead must be assigned if the role is shared.