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| **Role** | Social Secretary |
| **Committee Status** | Core GNC Committee Member (shared with GNC Lead Fundraising Officer) |
| **Responsible to** | GNC Chair Person |
| **Works with** | 1. GNC Lead Fundraising Officer to develop, oversee and co-lead the GNC Fundraising and Social Sub Group. 2. GNC Chair Person to align the work plan of the GNC Fundraising and Social Sub Group to the overarching GNC Development Plan. 3. GNC Publicity Officer to promote and publicise club sponsors, fundraising activities and events. 4. GNC Treasurer to report on funds raised through the GNC Fundraising and Social Sub Group. 5. Other GNC Committee members and club members as necessary. |

**Roles & Responsibilities:**

1. Co-lead the GNC Fundraising and Social Sub Group alongside the GNC Lead Fundraising Officer.
2. Co-chair meetings of the GNC Fundraising and Social Sub Group.
3. Work with the GNC Lead Fundraising Officer to develop a work plan for the GNC Fundraising and Social Sub Group, including consultation with the wider club.
4. Work with the GNC Lead Fundraising Officer to oversee progress against the GNC Fundraising and Social Sub Group work plan.
5. Attend 8 weekly GNC Committee meetings and report back on the progress of the GNC Fundraising and Social Sub Group.
6. Coordinate the organisation of all GNC socials (including GNC Junior Club activities) utilising the support *of* and delegating responsibility *to* members of the GNC Fundraising and Social Sub Group.
7. Work closely with the GNC Publicity Officer to promote sponsors, fundraising opportunities and events.
8. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other relevant policies and procedures.
9. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of Conduct and acting as an ambassador of the club.