



Know Your Role

Social Secretary

What is a social sec?

The role of the Social Secretary is much, much more than just 'organizing parties'.

You are the glue that connects members in an environment that is comfortable for everyone.

You create a space for members to engage with each other

You are the role model and inspiration for many members encouraging them to take part in all group activity

You ensure everyone is having a good time, feel welcomed and is safe



What are my Responsibilities?

- Playing an active role in the committee
- Plan, organise and manage events or 'Socials'
- Communication of socials to members and the SU
- Health and safety of 'Socials' i.e. Risk assessment
 - Making sure 'Socials' are inclusive
 - The welfare of members at 'Socials'



What else can you think of? Not sure what this means? Arrange a meeting with your coordinator to discuss further

What behaviours are expected from me?

You need to be

- Enthusiastic
- Resilient
- Organised
- Approachable
- A leader
- Able to show empathy and compassion
- Adaptable
- Friendly
- Inclusive
- Collaborative

Something missing? Or need some advice and support on any of these? Come and see us and we can help you develop and new skill.

What shouldn't I do?

You shouldn't

- Do it on your own – its too hard. You need to work as team with your committee
 - Discriminate, bully or harass your members
 - Wing it or do it without a plan
- Organise activities without checking with the SU first, we need to be aware of all group activities you're organising as we're liable for you
 - Pressure members in to doing stuff they don't want to
- Bottle things up – come and speak to SU staff, we are here to help!