



CAMBRIDGE CYCLING CLUB

For Recreational And Racing Cyclists



ROLE DEFINITION

Job Role

Social Secretary

Principal Objective

Organising social activities for CCC

Duties and responsibilities

- Arranging annual dinner and awards night – including finding a suitable venue and entertainment.
- Arranging any other social activities as appropriate
- Being mindful of costs and budgets

Attributes

- Enthusiasm
- Ability to keep accurate records