

Role:
RAG Social Secretary

Department:
RAG, Volunteer Centre

Duties and Responsibilities:

- To organise fun socials for all members
- To organise committee bonding activities
- To work with the treasurer to budget social events
- To ensure volunteers on events have a good time and feel valued
- To make sure all socials are inclusive

Time Commitment:
2-3 hours per week

Venue:
Various

Responsible to:
RAG committee and membership, Volunteering Coordinator

Opportunity:

- To organise a range of social events
- To support promotion of events

Benefits:

- Acquisition of graduate skills, such as organisation, leadership and time management.
- Chance to make a difference in local community
- Meeting a variety of like-minded individuals

Useful previous experience/skills needed:

- Social event management

Training and Support:

- Administrative support from the Volunteer Centre
- Management support from the SU's Events Committee
- Training sessions through the SU

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked) *Skills required for The Bath Award

Teamwork*	X	Delegation		Financial Management	X
Verbal Communication*	X	Negotiation		I.T.	
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*	X	Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Public Speaking	

For further info contact: Students' Union Community Officer sucommunity@bath.ac.uk 01225 384223

Website: thesubath.com/rag/