

# Branch Social Secretary

## Role Description

## Role Purpose

The Social Secretary leads on building community, connection and engagement within the branch by organising social events, informal gatherings and opportunities for members and reps to meet, network and support one another. The role helps strengthen branch identity, morale and participation.

## Key Responsibilities

### 1. Planning & Organising Social Events

- Arrange a range of branch social activities such as informal meet-ups, end-of-term events, social evenings, celebration gatherings or rep networking sessions.
- Identify accessible venues, dates and formats that encourage broad member involvement.
- Ensure events are inclusive, welcoming and representative of the full diversity of the branch.

### 2. Promoting Social Activity

- Work with the Branch Secretary, Communications Secretary and Social Media Officer to advertise events to members.
- Encourage reps to promote events within their workplaces and facilitate attendance.
- Use social events to strengthen connections between members, reps and officers.

### 3. Supporting Branch Engagement

- Provide opportunities for members who may not attend formal meetings to engage with the branch socially.
- Help new members feel welcomed and connected to others in the branch.
- Support efforts to build a sense of community and solidarity across workplaces.

### 4. Practical Coordination

- Handle basic logistics such as booking venues, coordinating refreshments, managing guest lists and organising informal sign-ins if needed.
- Liaise with the Treasurer on any event-related expenses.
- Work with other officers on joint events (e.g., wellbeing sessions, rep socials, campaign celebrations).

### 5. Collaboration

- Work closely with the Branch Chair, Branch Secretary, Communications Secretary and district-level officers.
- Ensure social events complement branch meetings, organising work and NEU campaigns.
- Share ideas and feedback from members to help improve future events.

## Skills & Attributes

- Friendly, approachable and enthusiastic about building community.
- Good organisational and planning skills.
- Strong communication and promotional abilities.
- Creativity in designing events that appeal to diverse members.
- Commitment to inclusion and NEU values of solidarity and mutual support.

## Time Commitment

- Attendance at branch meetings when required.
- Time to plan, organise and attend social events throughout the year.
- Coordination with other officers as needed.