



SOCIAL EVENTS COORDINATOR

INSERT
YOUR
CLUB LOGO

REPORTS TO Committee

PURPOSE OF THE ROLE

The Social Event Coordinator is responsible for coordinating social activities for the club. They will establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all club members and to enhance the appeal of the club to the wider community.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Creative and well informed
- Effective communication skills
- Able to build strong relationships within the club
- Well organised and can delegate tasks

DUTIES AND RESPONSIBILITIES

Prior, during and post season the duties of the Social Event Coordinator may include but are not limited to:

- Working with the Treasurer to set social activities fundraising targets, to be reflected in the club's budget.
- Review previous seasons social activities and then decide on activities for the new season.
- Prepare a calendar of social events and update where necessary so it will attract the widest involvement from all members of the club prior to the season beginning.
- Liaise with the President and Committee to propose the social activities for the upcoming year (e.g. include budgets, proposed revenue and costs for each activity).
- Be the first point of contact for social enquiries, as well as any issues or complaints from social activities.
- End of season, review and revise social activities with the Treasurer to ensure the financial targets for social activities have been achieved.
- Document how each social activity was undertaken and include as much information as possible (e.g. suppliers involved, processes and procedures)
- Review and update position description to ensure it continues to reflect the requirements of the role

TIME COMMITMENT 2 hours per week (based on events running per season) or as requested



CLUBHELP