



Functions and Events Coordinator

The role of the Functions and Events Coordinator is to 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.

The Functions and Events Coordinator should:

- Appoint a subcommittee to program and organise social events for the Club
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season
- Ensure that all social events held are at least cost neutral to the Club
- Be able to work collaboratively with other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee as required.

Specific responsibilities normally include but are not limited to:

- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Ensure that an appropriate event management plan is in place for each event.
- Liaises with official Club suppliers and other key stakeholders
- Provide a report on event operations to the monthly Committee meeting
- Seek ratification from the General Committee of the social calendar including financial arrangements and shall thereafter have the authority to act within the limits of that arrangement