



Functions & Events Coordinator

Objective

- 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.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Appoint a sub committee 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.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the President and General Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- The Functions & Events Coordinator is accountable to the President and the General Committee.
- The Functions & Events Coordinator shall 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.
- Provide a report on portfolio operations to the monthly Committee meeting.