

Position Description: Social Coordinator

The Social Coordinator is responsible for establishing 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. Activities include:

- a) 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.
- b) Organise assistance for social committee.
- c) Attend Team Managers meetings and provide information on forthcoming social events.
- d) Manages each event, including coordinating bookings, services and products; acting as point of contact between club and service providers; facilitating service providers payments; and inviting and tracking attendance.
- e) Arrange for relevant permits and licenses pertaining to social functions.
- f) For each function determine a budget and present for approval at Committee meetings. Organise funds from Treasurer and maintain relevant records.
- g) Ensures sponsors and Life members are invited to key club functions, including the annual Appreciation Night and other events as determined from time to time.
- h) Liaise with club sponsors and source additional donations which support fundraising efforts, ensuring no conflict of interest with current club sponsors.

The Social Coordinator is a member of the General Committee and reports to the Secretary.

Reports to	Member of Standing Committee	Expected time commitment
Secretary	N/A	4-7 Hours per month