

## **Social Activities Coordinator.**

The role of the social activity's coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the amounts which need to be generated throughout the year.

The social coordinator would "recruit" groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.

### **Responsibilities.**

Prior to the season.

- Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club's budget.
- Review the social activities from previous seasons and then determine the social activities for the upcoming season.
- Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters.
- Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity).
- Create the marketing information for each social activity which can be provided to club participants to assist in the promotion of club social activities.
- Updated the club website to reflect the social activities for the year.
- Have social media posts created that promote club social activities.
- Be the primary point of contact for all social activity enquires.
- Ensure the collection of social activity revenues. Arrange the opening day / closing day functions and any other functions that will promote the participation of our members in club activities.
- Develop and implement a diverse year-round social and activity program.
- Liaise with the Board re the compiling of the program.
- Liaise with Board re proposed functions.
- Liaise with the Catering Co-Ordinator and Bar Manager re requirements for planned functions.
- Liaise with the Treasurer re budgets, costs etc of the various functions for prior approval.
- Inform President on upcoming events and encourage club participation.
- Report to the Board on achievements and issues related to any of the functions.

During the season.

- Review social activities with the Treasurer to ensure the financial targets for social activities has been achieved and if not formulate corrective strategies.
- Be the initial point of contact for any issues or complaints from social activities.

### **Essential Skills and requirements.**

- Can communicate effectively.
- Strong relationships within the club which allow the formulation of different teams and groups working together on each social activity.
- Well organized and can delegate tasks.
- Well informed of all organization activities.
- Is aware of the future directions and plans of members and the club.

### **End of year hand over.**

Updating key documents.

- At the end of each year a key activity of the Social Activities Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role. .
- Ideally the social activities coordinator would document how each social activity was undertaken and include as much information as possible (e.g. which suppliers were involved, processes and procedures).

The updated Position Description and supporting information must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Fundraising Coordinator.

An important responsibility of outgoing Social Activities Coordinator is to train, mentor and support the incoming Social Activities Coordinator.