



Position Description

Event Coordinator

The Event Coordinator is responsible for organising all the social events for the year/season such as presentation nights, trivia nights, finals, family days, BBQ's etc.

Responsible To

The Event Co-ordinator is directly responsible to the Chairman and the members of the club.

Responsibilities and Duties

The Event Co-ordinator should:

- Manage the Event subcommittee (if applicable)
- Plan and coordinate social events for the season.
- Liaise with the Marketing & Sponsorship Co-ordinator regarding promotion of events
- Work with the Treasurer to develop a budget for the different events
- Organise the End of Year Presentation night
- Organise 1 social before end of season Presentation Night

Organisation of the events once agreed with the committee on date etc should be the sole responsibility of the Event Coordinator.