

SOCIAL EVENTS COORDINATOR

The role of the social events coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the fundraising 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 budget of the Yarrabilba Cricket Association.
- 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 the club members, supporters, sponsors and the local community.
- 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.
- Have social media posts created that promote club social activities.
- Be the primary point of contact for all social activity enquiries.
- Ensure the collection of social activity revenues.

During the Season

- Review social activities with the Treasurer to ensure the financial targets for social activities have 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 organised and can delegate tasks.
- Well informed of all organisation activities.
- Is aware of the future directions and plans of members and club.

End of Year Hand Over

Updating key documents

At the end of each year a key activity of the Social Events coordinator is to 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 no later than seven days prior to the Annual General Meeting each year.

Induction of the incoming Social Events Coordinator

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

The estimated time commitment required as the Social Events Coordinator is 1-2 hours per week.

