



POSITION DESCRIPTION

Social Coordinator

Committee Role

General committee level position.

Commitment

10-20 hours a season

Objectives

- To establish a social calendar for the year.
- To provide entertainment for club members and enhance the appeal of the club to the wider community.
- Ensure that all social events held are well promoted in coordination with social media coordinator.
- Ensure that social events return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Establish a social committee to program and organise social events for the club.
- Execute existing season presentation night programmes
- Execute 10 years celebration event 2025

Responsibilities

- Develop an annual social calendar of events, inclusive of:
 - ☐ End of season presentation nights (2 per year)
 - ☐ 10 year celebration event (2025)
 - ☐ Targeted audience and projected attendance numbers
 - ☐ Projected expenses and profit
 - ☐ Dates, times and venues
 - ☐ Ensure all events are considerate and complimentary to other activities within the club
- Form a social sub-committee to suitably share the workload and deliver the annual social calendar of events.
- Develop an operational plan for each event inclusive of timings, roles and responsibilities for and not limited to:
 - ☐ Promotions
 - ☐ Purchases
 - ☐ Set-up
 - ☐ Catering
 - ☐ Money management



- ☐ Event delivery elements
- ☐ Bar and catering support
- ☐ Clean up and lock up
- Provide reports to the delivery of the annual social calendar, including clear and accurate financial outcomes.

Relationships

- Reports to executive secretary
- Liaises with executive of revenue streams and treasurer.
- Liaises with the social media co-ordinator.

Accountability

- The Social coordinator is accountable to the secretary and executive committee.
- Seeks ratification from the executive committee via the executive for revenue streams for:
 - ☐ Annual social calendar of events
 - ☐ Associated budget for the annual social calendar of events
 - ☐ Expenditure associated with the delivery of each event.
- Ensure expenditure is within approved budget.
- Provide reports associated with social activities and associated expenditure when requested.