

**<Insert Name of Club>**

**Position Description – Social Events Coordinator**

**JOB TITLE:**

Social Events Coordinator

**OBJECTIVE:**

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 amounts which need to be generate throughout the year.

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

**RESPONSIBILITIES:**

* 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).
* Update the club website and social media to reflect the social activities for the year.
* Have social media posts created that promote club social activities

**RELATIONSHIPS:**

* Review activities with the Treasurer to ensure the financial targets
* Allow members to use you as an initial point of contact for any issues or complaints from social events

**REFERENCE:**

<https://sportscommunity.com.au/club-member-category/position-descriptions/>