



Position Details

Position Title	Member Events & Social Coordinator
Reporting To	Director Finance and Admin

Position Overview

The position plays a crucial role in the coordination of members' activities and has a significant role to play in the implementation of the club's strategic plan.

This role is crucial for fostering club spirit, engaging members, and generating community support through well-organised events.

Responsibilities

Plan, coordinate, and execute club events such as social gatherings, fundraisers, awards nights, and community engagement activities.

Develop event calendars that align with the club's operational schedule and member interests.

Liaise with club leadership to ensure events support the club's mission and goals.

Manage event logistics, including catering, security, and equipment hire.

Promote events through social media, newsletters, and club communication channels.

Develop event budgets and track expenses to ensure financial sustainability.

Coordinate fundraising events and initiatives to support club operations and development.

Skills and Experience

This role will suit a person with strong leadership qualities and good organisational and communication skills.

They should also be familiar with activities across all operational areas.

Position Description Approval

Name	Signature	Date
President		___/___/___