

POSITION DESCRIPTION

Social Events Manager



Committee Role

General committee level position must have a portfolio and a role.

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.
- Ensure that all social events work to build the positive culture of the club.
- Establish a social committee to program and organise social events for the club.

Responsibilities

- Develop an annual social calendar of events, inclusive of:
 - The nature of the events
 - 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.
- Ensure that, where appropriate, social events return the highest possible financial benefit to the club.

Relationships

- Reports to volunteer coordinator.
- Liaises with executive of revenue streams and treasurer.
- Liaises with the communication manager.

Accountability

- The social events manager is accountable to the volunteer coordinator 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.