

JOB TITLE: Functions & Events Coordinator

REPORTS TO: Operations Volunteer Coordinator, GM and Executive committee

OBJECTIVE

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Appoint a sub committee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the General Manager, Executive or General Committee

Relationships:

- Reports to the Executive Committee & Operations Volunteer coordinator
- Liaises with all relevant GM, committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders
- The Functions & Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall there after have the authority to act within the limits of that arrangement

Essential Skills:

- Provide a report on portfolio operations to the monthly Committee meeting
- Good communication
- Computer literate
- Ability to complete tasks unsupervised.
- Honest and Trustworthy
- Completed the following certificates
 - RSA course. <https://www.eclipseeducation.com.au/RSA-Online-Course.asp>
 - Infection Control – <https://www.health.gov.au/.../covid-19-infection-control-trai...>
 - Dining In – <https://tafeqld.edu.au/covid-safe>