

# POSITION DESCRIPTION

## Events Coordinator



### Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

### Objectives

- To establish a social calendar for the year.
- To provide entertainment for association members and enhance the appeal of the association to the wider community.
- Ensure that all social events held are well promoted.
- Ensure that social events return the highest possible financial benefit to the association, whilst giving special consideration to charity and local fundraising events.
- Establish a social committee to program and organise social events for the association.

### 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 association
- 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 finance
- Liaises with the communication coordinator.

### 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.