

Waratah Netball Club

Social Coordinator's Duties

21st August 2019 Ver 2.0

Intro

The Social Coordinator is a Non-Executive member of the Club Management Committee, and is responsible for coordinating social events undertaken by the Club.

As a Committee member, the Social Coordinator must be aware of the Club Constitution and policies and perform their duties within that framework.

Social Coordinator's Tasks:

- Coordinate Club social activities including:
 - Barefoot Bowls (Senior pre-season Meet and Greet);
 - Club Spirit Day (The start of season predominantly Junior Meet & Greet event on the first day of the season);
 - Senior Drinks
 - Crazy Hair and Sock Day (optional);
 - End of season Senior and Junior presentation events;
 - Any additional events as determined by the Social Coordinator and Club Management Committee
- Facilitate the collection of monies for those events, and receipt and deposit in accordance with the guidelines established by the Treasurer;
- Coordinate the decoration and catering for those events;
- Organise any end of season gifts, in consultation with and approved by the Club Executive;
- Seek Committee approval for event expenditure;
- Facilitate the smooth running of those events;
- Liaise with the Fundraising Convenor with the organisation of event based activities (eg Trivia Night)
- Attend Club Management Committee meetings

Review of this Duty Statement

The Social Coordinator is to review this Duty Statement annually, or on appointment to the position.