**[Club Name]**

position description – social event coordinator

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

The role of the social events coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the amounts which need to be generated throughout the year. The social coordinator would “recruit” groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.

# Role REsponsibilties

## Prior to the season

* Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget.
* Review the social activities from previous seasons and then determine the social activities for the upcoming season.
* Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters.
* Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity)
* Create marketing information for each social activity which can be provided to club participants to assist in the promotion of club social activities.
* Updated the club website to reflect the social activities for the year.
* Ideally your club will be able to generate social activities revenue directly from the club website (e.g. sell tickets to events via the website)
* Have social media posts created that promote club social activities.
* Be the primary point of contact for all social activity enquiries.
* Ensure the collection of social activity revenues.

## During the season

* Review social activities with the Treasurer to ensure the financial targets for social activities have been achieved and if not formulate corrective strategies.
* Be the initial point of contact for any issues or complaints from social activities and merchandise for next year.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

* At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

* An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

* I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

# conflict of interest

* If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Be over the age of 18 years.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* Can communicate effectively.
* Strong relationships within the club which allow the formulation of different teams and groups working together on each social activity.
* Well organised and can delegate tasks.

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: