



# EVENTS/SOCIAL CO-ORDINATOR

**Summary:**

The Events/Social Co-ordinator manages the social events and fundraising for the South Upwey Netball Club.

**Responsible to:**

The Events/Social Co-ordinator is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club members.

**Responsibilities and Duties:**

- Manage fundraising events for the club in accordance with executive committee consultation.
- Co-ordinate the running and delegate tasks for fundraising events
- Promote fundraising events with member base
- Assist with the planning and conduct of social events
- Liaise with persons inside and outside the club as needed for fundraising and social events
- Liaise with Treasurer around monies collected for fundraising
- Liaise with Treasurer around monies to be paid out for social functions and ensure suppliers invoices are paid
- Identify opportunities to increase fundraising potential for the club
- Attend at least one MDNA Delegate meeting.

**Knowledge and Skills Required:**

- Have a knowledge of the South Upwey Netball Club Constitution and how the club operates
- A strong understanding of netball and association procedures.
- Can communicate effectively
- Enthusiasm and positivity
- Knowledge of the club's constitution
- Computer literacy