**INTRODUCTION**

The Social Coordinator is responsible for engaging members of the club to assist in the planning of a variety of social events throughout the year.

**WOULD SUIT SOMEONE WHO**

* Is well organised
* Has very little knowledge about the sport of football itself
* Is a good at empowering other people to help out
* Enjoys a varied role which allows the creative juices to flow

**RESPONSIBILITIES**

**Preseason**

* Develop a calendar of varied events catering for different interests
* Engage other club members and parents to assist in planning events

**April - September**

* Promote social events to all members of the club, and outside of the club if suitable
* Ensure the Newsletter Coordinator is provided with relevant information for distribution
* Be the central point of contact for queries around social events
* Ensure sufficient assistance is recruited to deliver events
* Ensure all expenditure is ratified at a committee meeting prior to spending money
* Order trophies for presentation nights and hold the results in strictest confidence

**KEY RELATIONSHIPS**

* **Reportable To: Vice President**
* **Key Reports:**
  + Fundraising Coordinator
  + Social Committee
* Club Members
* Junior Parents

**TIME COMMITMENT REQUIRED**

* Workload will be focused in the lead up to events but approximated at 2 hours per week February to October, plus delivery of the events.
* Attendance at committee meetings is not required but recommended in the lead up to major events

**TRAINING/EXPERIENCE REQUIRED**

* None