

## **Events Officer – Position Description**

### **Events Officer**

#### **Responsible To**

The Events Officer is responsible for arranging social events for the (Club). The Events Officer is directly responsible to the President and members of (Club).

#### **Tasks**

The Events Officer should:

- Develop an annual club events calendar
- Identify and arrange events for members of the Club;
- Arrange the annual Club social event (E.g. End of Season or Christmas function)

#### **Benefits**

Being Events Officer of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Events Officer.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

#### **Knowledge and Skills Required**

Ideally a Events Officer is someone who:

- Able to allocate regular time periods to plan and arrange social events
- Is well informed of all organisation activities.
- Is positive and enthusiastic.
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

#### **Appointment terms and Time Commitment Required**

- The Events Officer is appointed for a term of 12 months.
- The estimated time commitment required as the Events Officer of the (Club) is “X” hours per week.
- Attendance at bi-monthly Committee Meetings (approx “1” hours in length).