

Social Convenor
(Guidance for clubs to adapt for their own use)

This position is responsible for creating and implementing a cost effective social programme for the club, its players, members and supporters in order to enhance relationships.

Responsibilities:

- Plan and co-ordinate the implementation of a programme of social events for the club and its supporters.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a final reconciliation of income and expenditure is produced for each event.
- Motivate members to attend club events.

Responsible to:

The President of the club and the general committee.

Knowledge and skills required

Essential

- Strong interpersonal and oral communication skills
- Strong organisational skills
- Great people skills, an outgoing and fun personality and huge amounts of enthusiasm

Estimated time commitment required

The estimated time commitment required as the Social Convenor is _____ hours per week during the season and _____ hours per week in pre-season.