



NCCC Events Manager role description



Title – Events Manager

Reports to – President/Treasurer

Position Statement - Organise and facilitate club events and social functions

Strategic Relationships – Committee/Bar Manager/ Business Administrator/Treasurer

Key Working Documents- Social calendar/GCA fixture

Job Tasks

- Oversee and develop an interesting range of social functions and club events within a designated budget
- Liaise with members to create a calendar of events to suit club needs and members interests.
- Ensure effective promotion and advertising events and functions
- Work with the Treasurer to ensure effective budget control of functions and events

Equipment and Resources – club media outlets

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and basic program competencies.

Attendance Requirement

Remuneration –

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.