



Office Bearer

Position Description

Events Officer

The events Officer is to coordinate the non-sporting activities of the club. Ideally the events coordinator would work with the committee and suppliers.

The events Officer would work directly with the committee and subcommittee groups to assist in the development and successful implementation of each of the events and activities.

The events Officer reports directly to the President and members of the Byford Bushrangers Inc.

The events Officer is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant. The Event Officer has full voting rights on all matters.

Responsibilities and Duties

The events Officer should:

- Coordinate club event and social activities
 - Review the social activities from previous seasons and then determine the social activities for the upcoming season
 - Proposed social activities for the upcoming year
 - Create the marketing information for each social activity which can be provided to club participants
 - Liaise with the social media coordinator to create posts created that promote club event and activities
 - Be the primary point of contact for all event enquires
 - Attend all Committee meetings
-



Byford Bushrangers Inc.

ABN: 83 310 453 720

PO Box 35, Byford WA 6122

playball@bushrangers.org.au

www.bushrangers.org.au

Knowledge and Skills Required

Ideally the events Officer is someone who is:

- Can communicate effectively
- Well organised and can delegate tasks
- Well informed of all organisation activities
- Is aware of the future directions and plans of members and the club
- Good communication skills, including written and oral.
- Hold or willing to apply for a current volunteer “working with children” check (if required)
- Has a good working knowledge of the Rules of Association, By laws, Policies and the duties of all office holders and subcommittees

If at any stage the events Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the events Officer of the club is proportionate the event and planning. As required on Competition days.

The events Officer is appointed for a term of 12 months or by special resolution.
