

SOCIAL COORDINATOR

As an Executive Committee position the Social Coordinator is asked to attend monthly meetings whenever possible.

Administration:

- Prepare a monthly report prior to each Executive Committee meeting including a general update, and any discussion items and questions.
- Create a proposed event list with desired timing (month) – typical events are below and can be added to or changed each year.
 - Junior Open Day – new player recruitment
 - Pre-Season Club Captains welcome events – men's, women's and juniors
 - Season Launch – Senior & Junior
 - Pub Crawl
 - Glebe Derby Day
 - UTS Derby Day
 - Trivia Night
 - Minkey, Junior & Senior Presentation events
- Complete analysis of all competition draws and identify event dates as early in the season as possible, and provide these dates to the secretary.
- Develop a plan for each event and share with the committee for broader discussion.
- Maintain an accurate list of costs for each social event and provide to the Treasurer once the event is complete.

Event Promotion:

- Create event flyers/blurbs and send to the secretary for promotion in the eNews,
- Where appropriate create Facebook events and/or posts within the Briars Facebook page.
- Taking photos regularly and managing the social aspect of our social media profile.

Event Coordination:

- Coordinating (overseeing) the planning set up, running and pack down of all social events.
- Gathering together a group of players, committee members, volunteers to support the smooth running of all events.
- Sourcing all venues, equipment, food and beverages and anything else required for the events with the full support for the wider committee and any players who wish to join in the social coordination.