



1. Position

Social Officer – V070419

2. Position Purpose

Responsible to the Director Business Development for the planning and conduct of a Club social calendar that incorporates the needs of all Club Members

3. Key Relationships



4. Approved at Board meeting 7/4/2019

5. Mandatory Requirement

Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the ***Working with Children (Criminal Record Checking) Act 2004***.



6. Major Responsibilities

- Annually develop and submit for approval, a calendar of social activities
- Annually develop and submit for approval, a budget for the provision of resources to assist with the delivery of the Club's social activities calendar
- Responsible for planning and managing the Anniversary Breakfast and Annual Dinner
- Focal point for Club members to submit requests for social events requiring approval
- Liaise with catering suppliers and staff as required
- Ensure that Club fundraising social events comply with the Club Fundraising Policy
- Liaise with the Bar Manager on the coordination of Club Friday Night activities
- Appoint additional support in the form of a Social Committee as desired
- Comply with the Club's constitution and policies
- Appoint additional support in the form of a Social Committee where required

7. Primary Accountability

Social calendar developed and submitted for approval in a timely manner	Budget for social activities developed and submitted for approval in a timely manner
Anniversary Breakfast and Annual Dinner planned and conducted	Meetings attended and reports submitted as and when required
Social activities conducted in accordance with Club policies	Club policies and directions of the Board complied with

8. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Understanding of Club liquor licensing requirements
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Understanding of social event organisation
 - Understanding of the Club's constitution and policies
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