

Promotions and Events Coordinator

Reports to: Treasurer (or another designated committee member)

Purpose:

Promotions and Events Coordinator leads the charge in creating a vibrant social calendar and delivering successful fundraising initiatives that strengthen Club spirit and financial sustainability. This role ensures events and activities are well-planned, inclusive, and financially responsible - enhancing the Club's profile and community engagement throughout the year.

Key Responsibilities:

- Establish and lead a sub-committee to help plan, organise, and deliver social events and fundraising activities.
- Prepare and present an annual social events calendar before the season begins, ensuring variety and wide appeal.
- Ensure all events are financially responsible and ideally at least cost neutral, with transparent budgeting.
- Coordinate event logistics including venue bookings, catering, permits, and volunteer rosters.
- Manage the sale and distribution of tickets for events and raffles, coordinating volunteers to support these efforts.
- Organise prizes and incentives for raffles and other fundraising activities.
- Ensure all events comply with relevant legal, ethical, and Club policies.
- Prepare reports on the success and financial outcomes of all fundraising and promotional activities for Committee review.
- Act as the main liaison between the Committee, Club members, volunteers, suppliers, and other stakeholders involved in events.

Skills & Desirable Characteristics:

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Energetic, outgoing, and skilled in event planning and coordination.

- Excellent communication and team leadership abilities.
- Strong organisational and budgeting skills.
- Comfortable motivating volunteers and managing multiple tasks simultaneously.
- Creative mindset with a passion for community engagement and fundraising.
- Ability to work within Club policies and regulatory requirements.