



SBTC Committee Member Position Description

Social Coordinator

Role

Work with committee to organise and coordinate social events and social activities related to race-days and other major events (as agreed).

Responsibilities

- Work with committee to organise and coordinate social aspects of race-day and major events:
 - catering at events and camps
 - post event or training camp relaxation venue/lunch or dinner venue
- Work with Race Day Coordinator to:
 - ensure correct equipment available for events
 - sufficient volunteers are available to assist with catering.
 - post event trailer BBQ inventory and replace required items
- Coordinate and organise with committee assistance major annual events (Christmas and Annual Awards Night/End of Season), specifically:
 - liaise with selected venue for major event planning
 - work with Club Development Officer to source raffle prizes from sponsors and affiliated partners
 - source awards and trophies for the annual awards night
- Organise social catch-up for the Beginners Courses with Training Coordinator (as required) :
 - welcome coffee/breakfast event
 - mid-way through course catch-up
 - graduation race celebration (as a part of a general SBTC social gathering)
- Coordinate and organise miscellaneous social activities:
 - season kick-off event (easy low key and fun)
 - Charlton Ray Club Cup post-race celebration (in collaboration with the January beginner's course graduation)
 - Bi-annual family fun day BBQ in the park/picnic for members
 - Encourage car pooling of supporters to key identified events
- Check Brisbane events calendar for any fun things coming up to get involved in
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

Last updated: July 2017