



JOB DESCRIPTION

Events Coordinator

This person provides the coordinating link between members, the management committee and outside agencies for events held on behalf of the Donvale Netball Club.

Job Description

- Assist President when required
- Prepare the run sheet for the event in consultation with committee members and delegate/setup & supervise a subcommittee when required (refer below run sheet guide)
- Make arrangements including venue, date, times and hospitality for club events
- To ensure events are properly licensed with Local Authorities etc
- Send adequate notice of the event to the communications coordinator to design the event flyer and update the website in a timely manner
- Call for and receive nominations for volunteers
- Read, reply and file correspondence promptly
- Other tasks: respond to general duties as directed by the club committee.

Knowledge and Skills Required

Ideally the person is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Hold a working with children check

Estimated Time Commitment Required

The estimated time commitment required as the Event Coordinator of Donvale Netball Club includes events such as Presentation Day & End of Season Events as advised by the Executive Committee, approximately 20 hours per event.

The Events Coordinator is appointed for a 12 month period (until the AGM).

Run Sheet Guide

- Presentation Day:
 - Book venue

- Coordinate the set up online ticketing purchases using TryBooking and monitor.
- Awards (trophies, medals, certificates, milestones)
- Coordinate and send out invitation & website updated
- Thank you gifts as required
- Decorations (normally a centre piece on tables eg. weight with purple and silver helium balloons).
- Liaise with venue and organise food options.
- Sponsorships
- Source raffle prizes, silent auction items and donations etc.
- Signage