



DIAMOND CREEK  
JUNIOR FOOTBALL CLUB

# Social Co Ordinator Position Description

## **Goal Statement:**

The Social Coordinator oversees the social events and fundraising opportunities to ensure the profitability of the Club.

## **Objectives:**

- Oversee all events and fundraising related activities within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club Responsibilities:
- Develop, plan and implement an inclusive social calendar that provides a broad range of entertainment, including but not limited to past players/sponsors day
- Develop, plan and implement a fundraising calendar to generate income for the Club
- Appoint and conduct regular meetings with a Social Committee and delegate tasks accordingly
- Develop and monitor a financial budget for the Club for all events and fundraising activities in collaboration with the President and Treasurer
- Recruit players and general members to assist in the running of functions
- Develop and maintain an up to date database of money collected in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee
- Be committed to and identify any opportunities to further grow the DCJFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

## **Relationships:**

- This position will liaise with associated stakeholders, including but not limited to any local function venues to ensure the smooth running of events and the DCFNC.
- This position will liaise with and have regular communication with coaches, football operations, managers, Committee members, general members, parents, players and volunteers

**Qualifications:**

- Working With Children's Check

**Accountability:**

- The Events and Fundraising Coordinator is accountable to the Club President, Treasurer and General Committee