



Position Description - draft

Title: Entertainment Secretary

About: Recommend and organise all Club social functions.

Reports to: Secretary

Responsibilities:

- Actively engage and attract members to a series of social events held throughout the year.
- Promote the building of long-lasting relationships and amazing memories.
- Ensure a social element is maintained within the club's culture.
- Bettering the social lives of club members through the design and execution of original and entertaining events.
- Recruiting and leading a social committee.
- Create and maintain a budget.
- Facilitate growth of intra-club relations.
- Supervise the conduct of all Club social functions
- Submit financial statements of such functions to the Treasurer as soon as possible after the function.
- Organises Sunday barbecues with rostered members assistance.
- Organises Monthly Drinks with rostered members assistance.
- Controls and organises purchase of food and beverage needs.
- Becomes licensee to allow sale of alcohol.
- Undertake any agreed task assigned by the President or the Management Committee.
- Be prepared to attend as far as possible, all Administration Committee and Entertainment Sub-Committee meetings of the Club.
- Prepare an annual report.

Committees:

- Be a member of the Entertainment-Sub Committee and the Administration Committee.
- Shall be Chair of the Entertainment Sub-Committee.

Qualifications:

- Be a member of Whale Beach Surf Life Saving Club Inc.

Skills:

- Able to lead a team and effectively delegate tasks.
- Event management skills.
- Strong time management and organisational skills.
- Ability to work unsupervised and be self-motivated.
- Strong project management skills.

Date: 7 July 2016