



### **Social Convenor**

This position is responsible for creating and implementing a cost effective social programme for the club, its players, members and supporters in order to enhance relationships

#### **Responsibilities:**

- Plan and co-ordinate the implementation of a programme of social events for the club and its supporters
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event
- Ensure a final reconciliation of income and expenditure is produced for each event
- Motivate members to attend club events

#### **Responsible to:**

The President of the club and the general committee

#### **Knowledge and skills required**

Essential

- Strong interpersonal and oral communication skills
- Strong organisational skills
- Great people skills, an outgoing and fun personality and huge amounts of enthusiasm