



Position Description

Position Title Social Coordinator - Events and Celebrations

Position Description - general

Ensure that the following annual events and celebrations that have been established within the Club continue, as approved by the Management Committee

Events

Club Anniversary
Summer BBQ/Picnic
Drive & Dine
Christmas Party

Celebrations

Robbie Burns Day
Valentines Day
St Patrick's Day
Easter
Hallowe'en

Position Duties

- Solicit member volunteers to assist with the events and celebrations as required.
- Liaise with the Club Treasurer to ensure that each event remains within the budget.
- Liaise with Lions Centre Manager to ensure that she is kept informed and updated of plans, as required.
- Inform members of upcoming events and provide regular updates via meeting announcements and the Club's monthly newsletter (Probuzz).
- Provide updates to Management Committee regarding all activities.
- For major events, keep President and Treasurer informed via a detailed outline of the event to include schedule, persons involved and their duties, financial details, etc.
- Ensure that a member is designated to submit a write-up of each event for the Club newsletter (Probuzz).
- Ensure that decoration bins are stored in an accessible location.

Date Last Updated

February 2020