



HOPE VALLEY NETBALL CLUB

0420 203 293

Leeds Avenue, Hope Valley SA 5090

EVENTS COORDINATOR

The role of the Events Coordinator is to facilitate the twice yearly presentations (up to 3 events per season) and other events as required. This would include the following activities:

Main activities (this is not an exclusive list but a general guide) for end of season Presentations

- Select and purchase trophies each season
- Arrange venue for presentations a year (March and September)
- Select menu
- Prepare and issue ticketing
- Prepare presentation advertising (website, Facebook, direct mail out)
- Seek volunteers to help at each event
- Attend presentations

Other Events

- As required – general event management - including source venues, coordinate advertising, event registrations etc.
- Work with fundraising officer and fundraising sub committee to run events as required.

The committee understands that all volunteers have other commitments, whether that is work or family. These duties (including response to emails / calls) can be managed around those commitments.

The time commitment to this role would be on an ad-hoc basis as the activities happen. Other members on the general committee will help with these duties as needed.

Please feel free to call me on 0466 668 845 if you would like to discuss this role further.

Regards,
Keith Waugh
President