

Scarboro Surf Lifesaving Club

Job Description – Social Officer



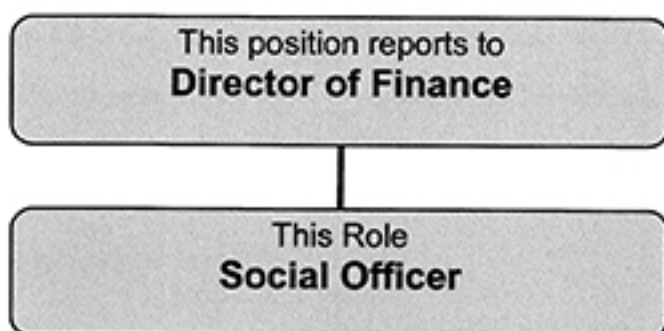
1. Position

Social Officer

2. Position Purpose

Responsible for the planning and conduct of a Club social calendar that incorporates the needs of all Club Members

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013



5. Major Responsibilities

Responsible for planning and managing the Annual Breakfast and Annual Dinner

Focal point for Club members to submit requests for social events requiring approval

Liaising with catering suppliers and staff as required

Ensure that Club fundraising social events comply with the Club Fundraising Policy

Coordinates Club Friday Night activities

Appoints additional support in the form of a Social Committee where required

6. Primary Accountability

Performance Measures

Budget

Submits a Social Budget for approval

Meetings

Attends meetings as required

Club Policies

Planned social events comply with Club policies

7. Required Competencies

- Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Understanding of Club liquor licensing requirements
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Working with Children clearance
-