



NPSC Non-Executive Committee – Social Events Manager

Reports To:	Executive Committee
Job Inductor:	Executive Committee
Purpose of Role:	Identify different social events to be undertaken by the club. Oversee club social functions including the running of the end of season players presentations. This person will strive to continuously improve the social fabric and the 'family club' values of the Nichols Point Soccer Club
Key Tasks and Responsibilities:	
Rostering of helpers	<ul style="list-style-type: none"> ▪ Plan each social function and identify the individual tasks to be undertaken. It is recommended that help be sought from the executive committee (or others in the club) when doing this. ▪ Ensure the Fund Raising Manager and team is involved with any elements of the event that relate to fund raising ▪ Liaise with the Rostering Manager and Volunteers and Inclusion Manager to compile a committee to organise the social event and to roster people to undertake the necessary tasks.
Social Events-	<ul style="list-style-type: none"> ▪ Training based social function eg Sausage sizzles (or similar) ▪ End of season players presentations ▪ Be proactive in seeking ideas from player groups as to the type of social functions they would like to undertake. As an idea, talk to them after training to see if they have ideas ▪ Look around at other community groups and identify social events being undertaken. ▪ Consider holding a social event with other users of the Nichols Point Recreation Reserve ▪ Be conscious of the need to be inclusive of all member groups
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Some prior experiencing in running social events would be beneficial
Desirable Personal Qualities:	<ul style="list-style-type: none"> • Is positive, enthusiastic and energetic • Positive organization of others & know how to have good time
Timing:	
Approx hours per week	1.5 -2.0
Frequency of work	Planning and executing social events as they occur
Length of commitment	One year elected at AGM