

DIRECTOR: Major Raffle / Canteen Oversight

POSITION DESCRIPTION 2021

1. To be responsible for organising the Club's involvement in the major raffle including representing the Club with Gary & Warren Smith, collecting raffle tickets liaising with Director Events co-ordinator to generate and populate the raffle spreadsheet and promote ticket sales. To complete raffle book returns and assist in the notification of ticket numbers and complete raffle returns.
2. To be responsible for overseeing the co-ordination of player Canteen volunteers and in conjunction with the Ordering Manager to assist in the operation of the Canteen
3. To assist Director: Events Co-ordinator with planning and conducting the Ladies Lunch function.
4. Attend Committee meetings as required.
5. Carry out other Special Projects as required.