

## **DIRECTOR Events Co-ordinator/ Membership Tickets**

### POSITION DESCRIPTION 2021

1. Take responsibility of co-ordinating the planning and execution of the Clubs functions in conjunction with the individual Directors who have primary responsibility for each function.
2. Liaise with Complete Function Hire as appropriate to ensure that the CFH sponsorship commitment is optimised.
3. Take on direct responsibility for creating a team to organise the Ladies Lunch & Auction functions.
4. Assemble and maintain a data base of attendees to individual functions.
5. Be responsible for co-ordinating Thursday Night Selection dinners.
6. In conjunction with the Secretary to be responsible for Liquor Licensing matters for the season.
7. Take Meeting Minutes of Committee and Members meetings, settle Minutes with the President and circulate as required. Maintain Minute books.
8. Be primarily responsible for ordering and in conjunction with Tash Adams distribution, of Membership tickets to members, Sponsors, Community Partners & Player Sponsors in conjunction with the Committee members responsible for those functions