

Corryong Football Netball Club Inc.

Human Resource Management – General Committee



Position Title

Social General Committee Representative

Position Description (what the position involves)

The Social General Committee Representative is the co-ordinator of Club social events throughout the season and finds appropriate players and supporters throughout the year to help facilitate and manage enjoyable events and if possible make some revenue.

He/She forms part of the General committee and attends monthly meetings, reporting on current social happenings and planned events.

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Position Reports Directly To

The Social General Committee Representative is directly responsible to the Executive committee, and members of the Corryong Football Netball Club.

Key Responsibilities and Duties

- Propose a list of events and functions, and possible dates at the beginning of the season in conjunction with the Executive and General Committee.
- Consider the Club mission which states '*An inclusive and friendly community sporting group that provides a safe...environment for players, volunteers and members...while promoting social connections...*'
- Appeal to a wide range of Club members, ensuring the attraction of the largest number of members achieved.
- Promote the function via email, Facebook, posters etcetera.
- Ensure that the Executive and General Committee approves of the functions for the season.
- Consider the Club Responsible Management of Alcohol Policy.
- Organise for the application of Liquor License for venues that require this (Through licensee) eg: Youth Club Hall, Memorial Hall.
- Organise people holding an RSA to attend the Bar for functions. (If applicable)
- Allocate Club members to organise entertainment, catering, location, printing of tickets as applicable to each event.
- Delegate volunteers to assist with set up and clean-up of functions.
- Manage or delegate the collection of paid money for the function and record who has paid.
- Liaise with Club **Treasurer** for a float.
- Keep a record of income and expenditure working with **Treasurer**.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well organised.
- Can delegate tasks to Club players and supporters.
- Give monthly reports at Committee meetings.
- Keep a record of income and expenditure working with the **Treasurer**.
- Be prepared to adhere to Administrators Code of Behaviour

Availability

- At Club social functions from open to close unless delegated to someone else.
- Attend monthly General committee meetings.