



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 2013

Title: Kennel Club Coordinator

Incumbent: Steve Bishop

Description:

To ensure that the Kennel Club is run in a professional manner which will ensure the club's targets are achieved.

Responsibilities:

- Organise and prepare The Kennel Club brochure.
- Sell The Kennel Club packages.
- Run The Kennel Club group and ensure all promised inclusions are delivered.
- Ensure all monies and reconciliations are passed on to the treasurer.
- Ensure all Kennel Club members are kept up to date with club activities.

Key Criteria:

- Ensure a high level of "Kennel Club" member satisfaction.
- Ensure that all members are kept informed with happenings at the club.
- Financial performance against budget.

Internal/External Relationships:

- Coterie group members
- All committee personnel
- Sponsors

Signed:

Date: