



POSITION DESCRIPTION



SOUTH CROYDON FOOTBALL CLUB INC.

Date: 2013

Title: Social Director

Incumbent: Cathy White / Chris Dinnell

Description:

To ensure the smooth operation of social functions that will ensure the club's immediate and long term 'off field' success.

Responsibilities:

- Organise a social committee consisting of players, wives, girlfriends, and parents.
- Organise, prepare, package and sell player based social events such as:
 - Gala Ball
 - Presentation night
 - Theme nights
- Organise, prepare, package and sell non-player based social events such as:
 - Ladies' Day
 - President's Luncheons
- Create and participate in creating forward planning strategies for the 'off field' development of the club.
- Aid in development and maintenance of the club's website.

Key Criteria:

- Ensure a high level of function satisfaction.
- Ensure that all guests' information is received by the club and they are kept informed with happenings at the club.
- Ensure that all events are run professionally and designed to 'sell' the club.
- Financial performance against budget.

Internal/External Relationships:

- All committee personnel
- Players, coaches and ancillary football staff
- Third party providers
- EFL

Signed:

Date: