



# JOB DESCRIPTION

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## Social Convenor

The Social Convenor's function is to develop and implement an annual calendar of social events at the club. These events are to include, established (traditional) events in the club.

The Social Convenor shall report regularly to the Management Committee \*. The Social Convenor needs to collaborate with the Club Treasurer and the Fundraising/Sponsorship Coordinator. Any costs incurred need to be approved in accordance with the club's financial procedures.

The Social Convenor is elected by club members at the Annual General Meeting (AGM) and is appointed for approximately 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 3 hours per week. This time commitment will vary during key areas of the season. This is a volunteer position. The club will provide a \$25 discount on fees (but not if the officeholder has already received \$25 discount for early payment) and will pay for the officeholder to attend the BHA/BWHA end of year dinner or similar (approx \$65).

### *Responsibilities and Duties*

The Social Convenor should:

- Bring all members together to develop and enhance relationships and to improve group dynamics within the club.
- Direct the overall programming and operation of social functions for QUT Hockey Club Inc.
- Take overall responsibility for planning, implementing and evaluation of the specific needs for the nominated social events.
- Set the social calendar for coming year for initial approval by the Management Committee\* (dates subject to change, based on game allocations).
- Following Management Committee\* approval, social calendar to be reviewed against BHA and BWHA game allocations. Dates to be decided across the year for distribution throughout the club, following Management Committee\* final approval.
- Recruit, appoint and oversee conduct of social promoters for each team.
- Social Promoters for each team are to be provided with final approved Social Calendar for the year. Each team promoter will be issued with flyers and promotional details for each event, to be issued during the starting week of the promotional period for distribution amongst the team.
- Work with the Treasurer to develop a budget for the marketing plan.
- Work with the Club Treasurer to develop a realistic budget is set each event. All social functions are to cover their incurred costs.
- Advertise any event on [www.quthockey.com](http://www.quthockey.com) and via email to all club members.
- Ensure all volunteers are recognised for their efforts.
- Ensure compliance with the club drug and alcohol policy at club social functions.
- Submit a brief overview of each tentative event to the Management Committee\*.
- Submit a brief report outlining costs, positives and negatives after each event, to the Management Committee\*. Social Convenors report to be compiled and submitted for the Annual General Meeting.
- Develop (as part of the social plan) in conjunction with the Fundraising/Sponsorship Committee the club fundraising plan to be supported by social functions.
- All email contact with potential venues and sponsors is to be followed up by a courtesy phone call, within 4 days (maximum) of email being sent. To maintain and/or establish a level of professionalism for the club.
- Create and deliver personal invitations to club sponsors, as per individual sponsorship agreements.

### *Knowledge and Skills Required*

To be most effective in this role the Social Convenor will:

- Communicate effectively and have good interpersonal skills
- Be positive, enthusiastic, outgoing and have initiative and charisma
- Be very well organised
- Have a generally good rapport with club members
- Have the best interests of the club as a whole in mind, when coordinating any social functions

. \* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor.