

Job Description

Event Coordinator

Purpose

As the Event Coordinator, you are responsible for planning, organizing, and executing various events and activities. Your contribution ensures memorable and successful events for club members.

Responsible To

The President of the club/society as well as the members of the club/society.

Responsibilities and Duties

- Develop creative ideas for events and collaborate with club members to plan and organize them effectively.
- Coordinate all logistics for events, including venue bookings, equipment, catering, and transportation if needed.
- Work with the Marketing/Promotions/Social Media Officer to promote events, ensuring maximum participation.
- Collaborate with the Treasurer to create event budgets and monitor expenses to ensure they stay within budget.
- Establish event schedules and ensure timely execution.
- Oversee event setup and ensure everything runs smoothly.
- Collaborate with the Health & Safety Coordinator and/or Wellness Officer to ensure all events prioritize the safety and well-being of participants.
- Gather feedback and analyse the event's success, making improvements for future events.

Knowledge and Skills Required

- Strong communication skills.
- Creativity and attention to detail
- Exceptional organizational and time management skills.
- Problem-solving skills

Time Commitment

The time commitment can vary based on the frequency and scale of events, typically ranging from one to three hours per week.

Term

The Event Coordinator is appointed for a one year term. They are elected at the AGM usually held in September or October and remain until the next AGM. There may be no limit on how many years in a row they may hold that position, but there must always be a nomination and voting at each AGM.