

Title: <b>Committee Job Description: Special Events Director</b>	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 <sup>st</sup> January 2016
Next Review date: 1 <sup>st</sup> January 2019	Replaces issue dated: 1st January 2013
Related Documents:	<b>UNCONTROLLED IF PRINTED</b>

**The Special Events director has overall responsibility for all Club Shows, Displays, Factory Tours, Dyno Days, Club Christmas Party and in particular, the development of a Club Events Calendar.**

In the execution of this role, the **Special Events Director** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct
3. Develop a Club Events Calendar
4. Publish the Events Calendar on the Club web-site & Club Magazine
5. Promote every event via web-site, broadcast email, Club Magazine and at Club Meetings
6. If required, appoint Special Events Assistants to assist in carrying out this role
7. Plan each Event, booking facilities as required. Submit full event details including required online entry form information to the Webmaster and Magazine Editor at the earliest possible time to facilitate communication and promotion.
8. Organise each Event including sponsors, facilities, layouts, catering, event shirts / goodies bags, payments, trophies, support personnel as each event may require
9. Use the club's online payments system for event receipts and reporting
10. Maintain the confidentiality of Committee business
11. Be aware of what other Events are on through other similar Clubs
12. Liaise with Event Directors from other Clubs for mutual member benefit
13. Make recommendations to improve the Clubs Event experience
14. Ensure that for every event, reports and photos are promptly submitted to the Magazine Editor
15. Be involved in the continuous improvement process
16. Be a team player and make the good of the Club the over-riding priority
17. Listen to Club Members
18. Assist in preparing venue for Club meetings
19. Perform any other duties as may be required.

#### **Change History:**

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Add submission of required online entry form information to Webmaster.

**Committee Member Acceptance:**

Date:

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Name

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Signature