



<b>Responsibilities</b>	
<b>Responsibilities</b>	Uphold the values of Mermaid Beach Physical Culture Club and adhere to the Code of Conduct
	Assist the Committee in the operations of the club, specifically events and club competition arrangements

<b>POSITION STATEMENT: EVENTS COORDINATOR – OPERATIONS COMMITTEE</b>		
<b>Title:</b>	<b>Events Coordinator</b>	<b>Purpose of the Role:</b> Coordinate all club events as well as club competition arrangements
<b>Working Group Membership:</b>	Operations Committee	
<b>Financial Delegation:</b>	To be approved by at least 2 members of the Committee	

<b>Responsibilities - Event Co-ordinator</b>	
<b>Responsibilities</b>	Coordinate club events such as, but not limited to:- <ul style="list-style-type: none"> <li>● Showcase</li> <li>● Interclub - every 2 years</li> <li>● Club Day</li> <li>● Gala Event (ladies/senior presentation)</li> <li>● Junior Presentation</li> </ul>
	Delegate to club members offering assistance in specified areas ie. interclub canteen.
	Maintain checklists for each event in google docs.
	Provide costings to committee for each event and ensure these are kept within budget
	Source and book venues for Gala and junior presentation.