



Responsibilities	
Responsibilities	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 travel arrangements for teachers & club members attending competitions as well as social events.

POSITION STATEMENT: TRAVEL & SOCIAL COORDINATOR – OPERATIONS COMMITTEE		
Title:	Travel & Social Coordinator	Purpose of the Role: Coordinate all club travel arrangements & social events as required
Working Group Membership:	Operations Committee	
Financial Delegation:	To be approved by at least 2 members of the Committee	

Responsibilities	
Responsibilities	Travel
	Confirm competition dates and venues – BJP will email club Committee & Head Teacher once finalised
	As soon as dates are released, research accommodation options and hold relevant number of rooms
	Book club accommodation – apartments preferred where possible, for cost effectiveness for our members and also club morale
	Advise club members, via Mermaid Beach Physie Group on FB, of accommodation details
	Create rooming lists based on members RSVP's
	Book accommodation for all club teachers when attending competitions as "teachers" ie champion girl/lady competitions to be their own arrangements
	Ensure club funds cover teachers accommodation when in a "teaching" capacity
	Any family members also staying with teachers to be invoiced for their portion of accommodation. Provide details to club Treasurer who will create and send invoice.
	All club members are responsible for their own accommodation and transport charges

	Check with Committee if any club funds are available to assist members with teams accommodation ie fundraising etc. and if so, allocate these funds accordingly
	Coordinate any transport arrangements as necessary
	Social
	Plan a “meet & greet” type social activity for each class early April each year. Liaise with teachers on best activity type for their class.
	Arrange club dinners as necessary where members are traveling for competitions
	All other social events that may be suggested by teachers to encourage club morale and friendship