



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - EVENTS

Works in conjunction with :

Other Portfolios - ALL

External to Committee - Members ; Team Managers ; Sponsors ; Local Business's

Responsibilities and Duties : NOTE - PORTFOLIO IS CLASSED AS A SUB-COMMITTEE

Fundraising

- ◆ Investigate Fundraising activities for presentation and discussion at general meetings
- ◆ Plan and implement a minimum of 4 fundraising activities during season
- ◆ Liaise with Secretary and Treasurer for any Licenses that may be required
- ◆ Liaise with Team Managers as required

Social

- ◆ Investigate appropriate Social event for members of the club
- ◆ Cost and plan events for presenting and discussion at general committee
- ◆ Implement any events approved by committee
- ◆ Liaise with Treasurer for any floats etc
- ◆ Liaise with club Facilities Manager

Knowledge and Skills Required :

The person/s performing the portfolio is someone who:

- ◆ Is outgoing
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Is able to work as part of a team
- ◆ Can make time to do tasks during business hours