



Family, safety, respect, excellence, integrity and unity

POSITION DESCRIPTION – SOCIAL MANAGER

PURPOSE

Working closely with the GM Club Support Services, the Social Manager is responsible for initiating and organising whole of Club social events.

The principal objective is to foster a sense of community within the Club, ensuring a range of inclusive and family friendly social events, creating a sense of belonging and unity for members.

APPOINTMENT

- a) Expressions of interest shall be called from members of the Club
- b) Appointment of Operational Managers will be by the Board, in consultation with the General Managers
- c) The position has a tenure period of one year, after which the incumbent is able to re-apply for the role
- d) Fluctuates based on number and size of events
- e) The position is a volunteer role

KNOWLEDGE AND SKILLS REQUIRED

- a) Good understanding of all club activities
- b) Financial Member of Mullaloo SLSC
- c) Current holder of Police Clearance certificate
- d) Working knowledge of social event organisation
- e) Desirable to have experience in the management of people or operations in a business or organisational environment;

REPORTS TO: General Manager Club Support Services

DIRECT REPORTS: Social group members

BUDGET: Amount depends on the requirements allocated by the Board for operating expenses.

ROLE AND AUTHORITY

- a) The position lies within the Club Support Services portfolio
 - Liaising with the GM Club Support Services, Bar Manager and office staff
 - Ensuring efficient organisation of Club social events appealing to a broad range of members
- b) The position has the authority to initiate social events
- c) The position has the authority to initiate extended trading permit liquor license applications for social events, liaising with office staff and GM Support Services.



RESPONSIBILITIES

a) Social Events

- Organise necessary Club Function documentation for social events
- Manage associated income and expenditure for social events with office staff support
- Liaise with office staff and Club management regarding calendar of events
- Manage and oversee the activities of the Social Group to initiate and organise events
- Liaise with Bar Manager to ensure bar staffing for events and compliance with license conditions
- Liaise with Marketing Admin Officer to ensure timely advance promotion of Club social events to members, including ticket sales
- Liaise with all other operational areas regarding organisation of social events appropriate to each area

b) Annual Dinner

- Collaborate with the Executive to coordinate the organisation of the Annual Dinner
- Prepare and publish detailed timeline for Annual Dinner organisation
- Organise catering, staffing, volunteer support and run sheet for the evening

c) Fundraising

- Liaise with Club Fundraising organisers to facilitate social events relating to fundraising activities

d) Regular attendance at bi-monthly Managers' meetings

e) Timely monthly reporting

Document Control

This document has the following amendment history:

Revision Date	Version No	Nature of Amendment
18/09/2019	1.0	Original Position Description developed.
26/07/2021	2.0	Document revised to be consistent with club position description format
4/7/2023	2.1	Updated reporting GM and roles and responsibilities