



# Queensbury Juniors Role Outline



## Role Title

EVENTS MANAGER

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## Main Purpose of the Role

TO ORGANISE FUNDRAISING AND SOCIAL EVENTS

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**The** EVENTS MANAGER **will be responsible to:**

THE COMMITTEE

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## And Resonsible for:

LIASON WITH FUNDRAISING MANAGER, MEDIA MANAGER

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VOLUNTEER COORDINATOR AND REST OF MANAGEMENT COMMITTEE

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## Tasks will include:

Annually:

ATTENDANCE OF AGM

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Monthly:

ATTENDANCE OF MONTHLY MANAGEMENT MEETINGS

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Weekly:

PLAN AND COORDINATE EVENTS

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## Other relevant information:

Liason within club:

MANAGEMENT COMMITTEE

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Training required:

NO SPECIFIC TRAINING

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## Estimated time commitment:

2 HOURS PER WEEK AVERAGE

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## Term of the role:

12 MONTHS

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## Out of pocket expenses:

REASONABLE EXPENSES PAID

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## Special Conditions:

ENHANCED CRB CHECK

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## Skills:

ESSENTIAL COMMUNICATION AND ORGANISATION SKILLS

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DESIRABLE IT SKILLS

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