



Young Rugby Union Football Club Inc.

ABN 32 158 095 763
PO BOX 330, YOUNG NSW 2594

POSITION DESCRIPTION 2015 YOUNG RUGBY CLUB COMMITTEE

EVENTS MANAGER

Every club needs major events to top up the coffers, motivate people, or reward the volunteers who give their time week in and week out. The Events Manager makes sure these events are a success, and very often has the future well-being of the club in their hands. Without additional funding, it's difficult to maintain and grow a well-functioning club. You'll be directly responsible for planning and organising fundraising activities.

Ideally, you'll need to be:

- Well-organised and well-connected
- Extremely motivated and good at communicating
- Imaginative and happy to try out new fundraising ideas
- Aware of all other competing activities
- Excellent at inspiring others
- Skilled in planning
- Calm under pressure

What you'll do:

- Plan, organise and lead a team to deliver major events (e.g. Balls, sponsor events, Quiz nights)
- In consultation with other club officers, set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun
- Put in place a calendar of events to maintain momentum and awareness
- Appoint a sub-committee for specific events
- Monitor and accurately record the success of fundraising activities

How much time it will take up:

Commitment is sporadic, but expect it to increase to at least 6 hours a week when preparing for a big event.

What you'll get out of it:

It's no secret that planning an event can involve logistical challenges and planning puzzles, but you'll have the satisfaction of helping the club raise its profile and raise the funds needed to operate effectively and efficiently. More awareness means more players, more volunteers, more funds and growth for the club. What's more, you'll be helping people to enjoy themselves which is fundamental to the soul of the club. The skills needed to do this role are transferable to any walk of life, so it's an attractive addition to your CV for potential employers.