

# ROLES & RESPONSIBILITIES

## SPECIAL EVENTS OFFICER

- Accept the responsibility of organizing the Club's Special Events program each year
  - **Changeover Luncheon**
  - **Christmas in July**
  - **Christmas Party**
  - **Crazy Whist**
- Identify suitable facilities for such events
- Following Committee confirmation arrange bookings
- Announce at the appropriate General Meeting the timing of such events and deadline for bookings
- Accept member bookings and payments prior to each event acknowledged by written receipt
- Liaise with the Treasurer providing all funds taken for each event ensuring that such amounts are fully reconciled with the reservations made

### NOTES:

#### **Changeover Lunch**

- This event occurs following the Annual General Meeting in March
- Review Menus and Prices of selected venue
- Book venue and pay deposit
- Once bookings are made advise venue of numbers
- Arrange payment to the venue

### **Christmas In July**

- In recent years this event has been held at the Waterview Restaurant, Berowra Waters. This venue has been well supported and indications from guests each year as to whether the venue is to be booked the following year are sought and bookings made accordingly
- Prior to the event an update on price and the entertainer is to be obtained
- Advise members during January each year of details

### **Christmas Party**

- This event is held during the last week in November
- The same arrangements as for the Changeover Lunch. The booking of the venue to be investigated and confirmed early in the year to ensure security of the event booking

### **Crazy Whist**

- This event is held in both March and September
- Arrange with the Property Officer the booking of the Red Gum Room at the Cherrybrook Community Centre
- Arrange liquor license
- Arrange with the Refreshment Officer for supper on the night
- Acknowledge the work of the Property and Refreshment Officers along with the Convener