

# ROLES & RESPONSIBILITIES

## SPECIAL EVENTS CONVENOR

- Accept the responsibility of organising the Club's Special Events program each year.
  - **Breakfast in the Park.**
  - **Changeover Lunch.**
  - **Christmas in July Lunch.**
  - **Christmas Party Lunch.**
  - **Crazy Whist Night.**
  - **Any other Special Events as determined by the Management Committee.**
- Identify suitable venues for such events.
- Following Management Committee confirmation arrange bookings.
- Announce at the appropriate General Meeting the timing of such events and deadline for bookings.
- An Online Activity Registration (OAR) is established for each event showing dates, location and cost per person.
- Members are encouraged to register through the Online Activity portal (Floktu)
- Those members' names joining an event are compiled by the OAR Officer and submitted to the Special Events Convenor.
- All payments from members' bookings are to be forwarded to the Treasurer by electronic funds transfer to the Club account, by cash or by cheque and reconciled with the booking made. The Treasurer will issue receipts for monies paid.
- Liaise with the Treasurer ensuring all payments taken for each event are fully reconciled with the reservations made.

- Undertake a Risk Management Assessment for each event.
- Attend the monthly Committee Meeting.