

# South Wagga Blues Cricket Club



## ROLE DESCRIPTION

<b>Role</b>	Events Officer
<b>About</b>	The Events Officer is responsible for planning, coordinating, and delivering social events and functions for the South Wagga Blues Cricket Club. The role supports member engagement, community connection, and Club fundraising through well-organised and inclusive activities
<b>Key Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Coordinate all Club social events and functions in alignment with Committee objectives.</li> <li>• Review previous events and provide recommendations for future improvement.</li> <li>• Establish and lead sub-committees or volunteer teams to assist with event delivery.</li> <li>• Arrange all required permits, approvals, and registrations for events.</li> <li>• Act as the primary point of contact for Club social events and functions.</li> <li>• Promote events through Club communication channels in collaboration with the Marketing / Social Media Officer.</li> <li>• Ensure materials, equipment, and supplies are ordered and available for events.</li> <li>• Supervise the collection of event monies and submit funds to the Treasurer.</li> <li>• Maintain accurate records of income and expenditure related to events</li> </ul>
<b>Desired Skills, Attributes &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong organisational and planning skills.</li> <li>• Clear and confident communication abilities.</li> <li>• Ability to liaise with external stakeholders and suppliers.</li> <li>• Enthusiastic, creative, and community-focused approach.</li> <li>• Basic understanding of budgeting and event risk management.</li> <li>• Holds, or is willing to obtain, a current Working with Children Check (where required)</li> </ul>
<b>End Of Year Hand Over</b>	<ul style="list-style-type: none"> <li>• Provide handover notes detailing events delivered, suppliers, and key contacts.</li> <li>• Transfer event documentation, permits, and planning templates.</li> <li>• Support induction of the incoming Events Officer</li> </ul>