

Probus Club of Applewood



EVENTS COORDINATOR – JOB DESCRIPTION

The Events Coordinator is a member of the Management Committee. The person is responsible for researching, designing, evaluating, planning and coordinating the club's events for the year.

It is recommended that a Committee be formed to assist the position. These people will meet at the call of the Coordinator to update or revise events and sometimes take the lead on certain events.

Operating Guidelines

1. Manage the annual Christmas Lunch in conjunction with the MC.
2. Decide on potential events, their timing and numbers involved.
3. Determine the cost of services for an event and final payment date (cash or cheque).
4. Promote events in the Apple Core beginning at least 2 months prior to the event date.
5. It is intended that events will break even. Any surpluses will be passed on to the club treasury and any shortfalls will be subsidized by the treasury.
6. Events should be promoted at the Events Table (monthly meetings) at least 2 months prior to the event date.
7. Some suggestions for trip tours:
 - Confirm numbers, time and place of departure with coach company one week prior to event
 - Have a check list of those going on the trip.
 - Distribute tickets as people board or when everyone is on the bus.
 - The Coordinator or assigned Alternate must accompany and host the trip. He must make the usual announcements informing those along the way.

February 2018