



Club Events Coordinator : Role Description

Club Events Coordinator: (Stipend of \$100 pcm)

Establish an annual calendar of Club Events in coordination with the Committee.

Actively engage with the general membership to identify event facilitators to run each event on the annual events calendar. Important to give opportunities for fresh event ideas and reduce the load on Committee members.

Coordinate with the allocated event facilitator for each Club Event and the Club Secretary to ensure adequate communication and details are shared with all Club members including drafting and sending emails to all members via the MoST system.

Monitor the Events.jagclubak@gmail.com email account for enquiries from members.

Inform and help the Magazine Editor with event details. Check that all the details are correct on the website and that the booking system is working as it should.

Assist event facilitators as needed with organising their event, including identifying the author for an event article for Club Magazine and when required, contacting suppliers and arranging accommodation for club members.

Submit a monthly report on up-coming events to Committee meeting.

Estimated Time Commitment Required

On average, a couple of hours a week.

Ideal Person?

- Passionate about the Jaguar Marque
- Enjoys creating events
- Good admin and time keeping skills
- Good at delegating