



Job Description

POSITION DETAILS

Title:	Vice President - Social
Year Revised	2016

PRIMARY PURPOSE

- To establish a broad social calendar for the season and end of season
- To provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community and the enjoyment of all St Johns members.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

KEY RESULT AREAS

- Appoint a - social committee to program and organise social events for the Club.
- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.

Mandatory events include;

- Annual Presentation Day – including Year Book and trophies
- Annual Gala Day
- Dinner Dance
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other Committee members in their duties as required
- Undertake related tasks at the request of the Executive Committee
- Makes arrangements for annual Team Photos

EQUIPMENT OPERATED, TECHNOLOGY USED And REQUIRED RESOURCES

- St Johns databases (To assist building Sub committees)
- Venue list
- Supplier lists

Guide to St Johns Excellence

DEDICATION

An enthusiastic willingness to accept; even look forward to, the long hours of preparation necessary for excellence.

DESIRE

Maintaining a constant ever burning fire to excel, both mentally and physically in the long hours required.

DISCIPLINE



Job Description

Possessing the inner strength to commit oneself to the rules and regulations needed to achieve excellence.

PRIDE

The consciousness of what is befitting any person or body of persons with exhibition of quality in attitude, bearing and conduct.

TRADITION

The handing down of beliefs, rules and customs from one generation to the next. A method of procedure almost having the same force as the law.

AUTHORISATION

I hereby confirm that:

- I have read this job description
- I understand the role for which I am applying for
- I have read St Johns Constitution

Name:

Signature:

Date: