



CUFC Role Description – Events Co-ordinator(s)

December 2014

Events Co-ordinator(s) - Reports to Head of Resources

DUTIES:

- Must adhere to Chestermere United FC Core Values, Vision, and Mission Statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Provide an Events Co-ordinator Report, as required. Reports to be submitted a minimum of seven days prior to scheduled meeting, through agreed upon format.
- Work within CUFC guidelines, plan all CUFC events, such as end-of-season celebrations, barbecues, team pictures sessions, social events, etc.
- Obtain the approval of the Director of Resources before implementing any event.
- Work with the Events Group, to implement each approved CUFC event.
- Oversee event planning, ensuring that deadlines are met in order to keep the events on track.
- Arrange to have events advertised to CUFC and to the community, when appropriate, to maximize exposure and attendance.
- Work with the Volunteer Co-ordinator to fill volunteer roles needed with suitable volunteers.
- Evaluate and report effectiveness of each event to ensure that future events are as beneficial as possible to CUFC.

Signed:_____

Dated:_____