



## JOB DESCRIPTION:

Social Co-Ordinator and Team

## ROLE:

- To promote the social aspects of the club in way of organising social events and outings for club members and families.
- To assist with promotion of the club.

## RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- Arranges fundraising events e.g., raffles at general meetings.
- Manages Club clothing and apparel.
- Coordinate Club's involvement in interclub events e.g., Basil Philp Trophy.
- Jointly with trip coordinator, ensure the Christmas camp subcommittee is organised for the planning of the annual Christmas camp.
- Organise annual CLROC Birthday party, Christmas events and Chairman's shout at the December general meeting.

## BUDGET

There is a small budget allocation towards the Christmas meeting/chairman's shout and the birthday party. Further funds for social events can be applied for, to the committee or funds raised to cover.

EQUIPMENT PROVIDED: Nil

Email: [clroc.social@gmail.com](mailto:clroc.social@gmail.com) and [clroc.social2@gmail.com](mailto:clroc.social2@gmail.com)

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.