

**POSITION DESCRIPTION – EVENTS COORDINATOR**

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Reports to: The President and Committee directly

Term: 1 Year

**General Description**

The Events Coordinator runs the events sub-committee and assists the President in the organisation and running of all events.

**Specific Responsibilities**

- Attends all committee and general meetings.
- Leads any sub-committee or volunteer committee for all events.
- Answers directly to the President for all final decisions.
- Assists in coordinating and organising all social, fundraising and workshops for the Association, including, but not limited to:
  - i. Sourcing resources and suppliers as required.
  - ii. Obtaining a minimum of three quotes for all supplies and resources.
  - iii. Organising a team for Set-up and Clean-up of venues
  - iv. Organising food and beverages for events.
- Liaise with Media team for advertising of events.
- Liaise with Sponsors in the lead up to events to arrange prizes to be delivered.

**Relationships**

- Accessible to the President of the association and all event sub-committee and/or volunteer members.
- May liaise with Secretary, Media and Treasurer as requested by the President.

**Qualifications**

- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.
- Comprehensive understanding of Grooming competitions and how they are run.

**Time Commitment**

- Regularly scheduled meetings are quarterly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Committee member must be prepared to spend approximately 5 hours per week on Association commitments.
- At times such as the lead up to events the required weekly time may increase significantly.
- Further time commitments will be required as determined.