

## Job Description

### Volunteer position: Events Director - Board Director

#### Duties:

- Attend and contribute at regular Board Meetings (approx 6 meetings a year)
- Liaise with membership secretary and Chairs of sports sections over internal club communication
  - Contribute to Clubtalk on Events via Emma Lunn
  - Liaise with Webmaster regarding event updates to the website
  - Request emails regarding events are issued
- Ensure Posters for events are designed and in place at least four weeks before any event,
  - liaising with Event organiser e.g. Quizmaster (Jeff Richards) or the Chair of Tennis for Finals Day.
  - commissioning posters from the Designer (Will Burnett) or the Quizmaster
  - requesting printed copies from the printer and placing copies around the club
- Update the event whiteboards – outside and in the club house
- Establish a series of events across the year and ensure they run effectively and break even or make profit

#### Possible events to run or be a part of:

Bank Holiday Tennis Tournaments  
 Approx four to six Quizzes a year – usually Friday evenings  
 Start of Season party – beginning April – race night/karaoke/casino etc  
 Open Day in May  
 Wimbledon Draw – in May - Quiz or Bingo  
 Finals Day and Eve – mid July – band or DJ/karaoke  
 End of season BBQ & Tournament – Sept  
 Xmas Party or Quiz – early Dec

- Arrange Late Licences where required  
 An extension to 1am is usually sufficient, we usually have a late licence for Finals Days and poss Xmas  
 A brief form needs to be completed and submission of a small fee to Bromley Council – approx £20
- Co-ordinate Quizzes  
 Make sure Quiz master is booked, ensure posters go up and emails go out  
 Make sure date is on calendar in Bar and book bar staff – 7.00pm to 11.30pm – and pay them approx £6 per hour, which should come out of Quiz profits  
 On the night - welcome people - thank Quiz master and announce next Events date.
- Co-ordinate Finals Day & Eve  
 Establish the date in the Spring and begin preparation, advertising and bookings by May

The date in July is a popular date and people need to have it in their diary, including caterer, MC for the event, entertainment, bar staff etc.

Arrange promotion for the event, book staff and catering, encourage and enlist volunteers

- Ensure any profits from any events are paid into the Club's bank account and a basic break down of income and expenditure are passed to Chris Brooks (Club Administrator)