

Pickleball Kelowna Club

Events Co-ordinator - Job Description

Sept 2016

Attend Club board meetings with other directors as required.

Prepare plans for events for each season for Club to present to first board meeting in spring for review and approval by board.

For approved events, prepare plans and budget costs to present to board.

Assist with any events that are organized by other club members and act as liaison with board.

Select committee helpers for event(s).

Ensure supplies for events are available and purchased.

Communicate with Vice-President to publish events on website/newsletters/bulletin board as needed and with adequate time to prepare such notices.

Make arrangements/book rooms for Club meetings and events.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th