

Activities Officer - Club Job Description

General Responsibilities

- Provide encouragement to new / old members to hold events and to act as a catalyst for event initiation.
- To ensure a diverse range of events are available for club members with sufficient events for each calendar month.
- To ensure that sufficient stocks of Event Sheets are available for instant use.
- To ensure that all weekends have event coverage
- To avoid event clashes, e.g. Similar events in close proximity on the same day, repetition of same type of event on consecutive days.
- To present a summary of events at each committee meeting for the next month requiring committee attendance such that adequate attendance can be assured.
- Provide statistics on a quarterly basis to the Committee Meeting as to the success of members holding events.
- To decide dates for programme distribution in advance so that members will receive their programme in advance of the beginning of the next month.
- To ensure that all information on event sheets is present and correct, e.g. date, location, starting time & telephone number. To chase members for event details to ensure that all the event forms are in a suitable state prior to programme distribution
- To retain a sample programme for future reference and maintain an archive of such programmes.
- Ensure that new members are aware of their obligation to provide at least three events per year.
- Maintain a 'database' of the events that each member has organised. This database needs to be maintained on a monthly basis to enable the 'Three events per year' requirement to be monitored.
- Each month, determine which members are in their ninth month of membership and who have not hosted three events within the previous nine months. Present the names of these members to the Committee Meeting to establish if there are any mitigating circumstances which would explain non-hosting of an event. Contact such members as agreed by the committee to encourage them to host an event prior to their membership renewal and advise the consequences of not doing so.
- To advise the membership secretary of those members whose subscriptions will need to be increased on their renewal letter.