

## Activities Co-ordinator - Job Description

- Publicise and run the regular programme planning evenings.
- Create West Kent IVC's programme of events. Ask event organisers to supply specific event details and descriptive write-ups for inclusion in the programme.
- Ensure a diverse range of events are on the events programme, avoiding events clashes, and ensuring that all weekends have event coverage.
- Distribute each new events programme to all members via e-mail in advance of the beginning of the next month. Send out paper copies of the programme to members upon request.
- Arrange for the new events details to be entered on the club website's events page.
- Retain all programmes for future reference and maintain an archive of such programmes.
- Provide encouragement and assistance to newer members to host their own events.