**Purpose**

The Social Events Coordinator (**SEC**) is responsible for coordinating the social activities of the club, for the purposes of:

* Enhancing the appeal of the club to the wider community;
* Promoting and developing the club’s social engagement.

They, in collaboration with the Board, will establish a calendar of social events for the year which will include:

* Non-riding events;
* Non-competitive cycling events;
* Semi-competitive ‘activation’ events.

**Duties**

The duties of the SEC may include (but are not limited to):

* Working with the President and the Board to develop a calendar of social events and promoting to members of the club
* Working with the Treasurer to set social activities budgets
* Reviewing previous social events
* Publish (or assist with publishing) events on PACC’s website and social media accounts.

**Eligibility:**

The SEC must be a member of PACC, but is not required to be a member of the Board. As PACC’s Board Meetings are open to members, the SEC may attend any Board Meetings.

**Essential Skills and Requirements**

* ­Holds (or acquires immediately after election to the Committee) a current “Working with Children” check.
* ­Creative
* Effective Communication skills.
* Able to build strong relationships within the club
* Well organised, and can delegate tasks

**End of Term Handover**

The SEC, in collaboration with the Board, will ensure that any event management documents are created and maintained throughout their term.

Where possible, the SEC will also train, mentor and support the incoming SEC in the initial stages of their appointment to the role.

**Commitment:**

The SEC would be expected to commit approximately 2 hours at the commencement of each year to develop the calendar of social events, and would be expected to commit sufficient time during each year to facilitate each event, in conjunction with the President and the Board.

The SEC may, but is not necessarily required to, facilitate the organisation of each social event.