



OFFICER CRICKET Social Coordinator Position Description

The Officer Cricket Social Coordinator is a general committee role elected by members at the Annual General Meeting. The role is responsible managing social activities within Officer Cricket Club (OCC)

OBJECTIVES

- To establish a social calendar for the year.
- To provide entertainment for club members and enhance the appeal of the club to the wider community.
- Ensure that all social events held are well promoted.
- Ensure that social events return the highest possible financial benefit to the club, whilst giving special consideration to charity and local fundraising events.
- Establish a social committee to program and organize social events for the club

RESPONSIBILITIES

- Develop an annual social calendar of events, inclusive of:
 - The nature of the events
 - Targeted audience and projected attendance numbers
 - Projected expenses and profit
 - Dates, times, and venues
 - Ensure all events are considerate and complimentary to other activities within the club
- Form a social sub-committee to suitably share the workload and deliver the annual social calendar of events.
- Develop an operational plan for each event inclusive of timings, roles, and responsibilities for and not limited to:
 - Promotions
 - Purchases
 - Set-up
 - Catering
 - Money management
 - Event delivery elements
 - Bar and catering support
 - Clean up and lock up
- Provide reports to the delivery of the annual social calendar, including clear and accurate financial outcomes.
- Be familiar with the rules, policies, and practices of the OCC

RELATIONSHIPS

- Reports to the Director of Club Operations and liaises with the executive and general committee
- Liaises with treasurer.
- Liaises with the communication manager.
- Liaises with the committee, players, and all club members.

ACCOUNTABILITY

- The Social coordinator is accountable to the Director of Club Operations and executive committee.
- Seeks ratification from the executive committee via the Director of Club Operations:
 - Annual social calendar of events
 - Associated budget for the annual social calendar of events
 - Expenditure associated with the delivery of each event.
- Ensure expenditure is within the approved budget.
- Provide reports associated with social activities and associated expenditure when requested.

05 May 2026