



# Heaton Moor Golf Club Limited

## HEATON MOOR GOLF CLUB SOCIAL EVENT ORGANISER

### Key Purpose

To plan and schedule the Club Social Events for following year in close liaison with the Men's and Ladies Vice Captains. Work with the Men's and Ladies Captains to ensure all Social Events for current year successfully run as planned.

### Specific Responsibilities

With the support of the two Captains and Vice Captains establish a small team of volunteers who will help plan, organise and run Social Events throughout the year;

Run Social Event Programme for current year;

Agree and organise with Vice Captains Social Event Programme for next year;

Identify and book "entertainment" for Social Events;

Agree menus and pricing with the caterers;

Set Social Event prices at a "break-even" level;

Advertise social events in the Clubhouse, via emails and on the Club website;

Consider introducing new events to the Calendar;

Ensure Booking Sheets are posted on Club notice board at least 3 weeks before events;

Work with the Club Steward and caterers to ensure adequate staff are available for each event and the correct configuration of tables and, if required, dance floor is provided;

Keep detailed financial records for all Social Events which must be audited and provided to the Finance Director for inclusion in the Annual General Meeting report;

Provide a Social Event report for the Annual General Meeting;

Review major events with the caterers and Steward to identify any problems or issues that may have occurred and need to be addressed for future events;

Obtain feedback from members who have attended Social Events to identify what they liked and what could be changed or improved;

Work with the Clubhouse Director to address any significant Bar or Catering service issues at events;