



## Role & Responsibilities of the Events Organiser

<b>Role:</b>	Events Organiser
<b>Responsible to:</b>	Club committee through the chairperson
<b>Role purpose:</b>	To arrange a programme of events and coordinate events which the club is involved in
<b>Commitment:</b>	1 – 2 hours per week plus relevant committee meetings

### Main Tasks:

- Act as the main contact for events and competition information and advice
- Promote and organise suitable arrangements for all events which the club is involved in
- Ensure all members are informed of dates and venues of forthcoming events which the club is involved with
- Ensure the club committee is informed of any planned events

### Skills required?

- Organised and able to liaise with others to organise club events and competitions
- Able to do basic administration
- Good communication and enthusiastic

### Resources to assist in role:

- Canoe England Regional Paddlesport Development Officers
- Running**sports** Quick Guides 'Managing Events'; 'Organising Fixtures and Competitions'.
- Running**sports** Top Tips 'Events – Information for Event Organisers Working with Volunteers'; 'Events – Information for Event Volunteers'