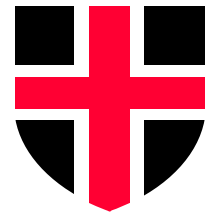


# ***Durham City***



## **AMATEUR SWIMMING AND WATER POLO CLUB**

### **Role: Events Co-ordinator**

#### **Role Description**

- Organise twice yearly Presentation Evenings
- Ensure all events run smoothly and safely
- Organise any other ad hoc non-swimming social or fundraising events as agreed by the Committee.
- Co-ordinate volunteers to support events in liaison with the Club Secretary
- Liaise with other organisations regarding hire of their facilities or services as required
- Liaise with Treasurer/Secretary to pass on monies collected for tickets and to request funds to purchase goods.
- Designate suitable ticket prices for events as agreed by the Committee
- Support and enforce the Club's Equity and Child Protection Policies.

Approved: April 2014