***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Events Coordinator**

The role of the Karting Club Events Coordinator is to manage and oversee both the racing and recreational karting events as well as the social activities connected with the club. The Events Coordinator may form a subcommittee to support in the planning, organisation, and successful execution of karting events and social activities.

**Responsible to:** President

**Desired Skills:**

* Well organised
* Delegation skills
* Excellent communication skills
* Ability to liaise with both internal club members and external parties
* Energetic & enthusiastic
* Knowledgeable about karting events and racing
* Creative

**Key Roles & Responsibilities:**

* Adhere to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
* Review the karting events and social functions held the previous year. Develop and propose recommendations for the current year to the Committee for approval.
* Coordinate all karting events, recreational activities, and social functions for the Club, initiating a sub-committee to assist if necessary.
* Secure all required Permits, registrations, and approvals for both racing and social events.
* Promote all karting events, recreational activities, and social functions via the Club website, social media channels, newsletters, etc.
* Advocate all karting events, recreational activities, and social functions to Club members, encouraging them to involve family and friends.
* Serve as the primary point of contact for all Club karting and social events.
* Ensure the availability of all necessary materials and equipment for the events.
* Oversee the collection of all funds related to the events and liaise with the Treasurer for proper management.
* Maintain precise records of revenues and expenditures for all event-related activities.