

Committee Role Descriptor – Event organiser

Role title:	Event Organiser			
Responsible to:	The Club Committee			
Skills required:	- Enthusiastic - Well organised with attention to detail - Prepared to make a regular time commitment - Prepared to make instant decisions when necessary - Time management skills and the ability to work under pressure - Ability to work as part of a team and delegate where required - Problem solving skills - Good negotiator			
Main duties:	- Lead the event delivery sub-committee - Work with Triathlon Scotland to complete the event permitting process - Produce detailed proposals for events (including timelines, venues, suppliers, staffing and budgets) - Manage all pre-event planning - Ensure event risk assessments, safety plans and procedures are in place and followed - Build the event delivery team and delegate responsibilities as required - Keep the club committee informed of event plans and progress - Identify ways to promote and advertise the event - Work with venues, suppliers and partners to ensure the safe running of events - Identify and recruit event volunteers - Manage and co-ordinate event logistics - Organise facilities for car parking, traffic control, security, first aid, hospitality and officials - Lead the event team and provide briefings - Undertake post-event evaluation			
Signatures:	President:		Date:	
	Event Organiser:		Date:	