



Muir Lake Community League

Job Description - Events Coordinator

Position Title	MLCL Executive Officer (voting position)
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No experience required.

Instructions for Events Coordinator

- Dates of events are selected at the AGM.
- Ensures AGLC liquor licenses are in place when required.
- Oversees any licenses, budgets or special requests to bring to the executive board for any events run through the hall events coordinators (Markets, H&T Bingos, Garage Sales etc.)
- Oversees and approves all advertising all events on social media (Facebook, Instagram, Webpage, etc.); informs sign coordinator for updates or changes. Once confirmed, send events detail to the social media coordinator and website editor to start advertising the event across all media streams.
- Once a year schedule a Volunteer Appreciation Night at no charge for guests who have volunteered during the year. (Track list of all volunteers through the year; request coach/volunteer list from the sports coordinator)
- Prepare for and contribute to board discussions; budget plans, profit/loss reports on events.
- A motion must be made and approved by the executive to cancel an event; usually due to low volunteer turnout.

Perks for Events Coordinator

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not pay fundraising fee on Kid's sports.
- Get one free ticket on an event during the year (excluding MLCL BINGOs).