

**Terms of Reference: Outside Events & Entertainment Committee Member**

**Club Name:** Attleborough Athletics
**Role Title:** Outside Events & Entertainment Committee Member
**Reporting To:** Club Chairperson/Committee
**Date of Issue:** [Insert Date]
**Review Date:** [Insert Date]

**Purpose of the Role**

To support the planning, organisation, and delivery of external social events and entertainment activities that enhance member engagement, promote club spirit, and strengthen community ties.

**Key Responsibilities**

**1. Event Planning & Support**

* Assist in the development of a calendar of external events (e.g., dinners, awards nights, charity fundraisers).
* Contribute ideas for engaging and inclusive entertainment suitable for all age groups and interests.
* Help secure venues, vendors, performers, and other logistics.

**2. Promotion & Communication**

* Help promote events through club newsletters, social media, posters, and word-of-mouth.
* Encourage member participation and assist with ticketing or registration processes.
* Liaise with local organisations or sponsors where appropriate.

**3. On-the-Day Support**

* Assist with event setup, coordination, and breakdown.
* Welcome attendees and help ensure the event run smoothly.
* Troubleshoot minor issues and escalate concerns to the committee.

**4. Feedback & Evaluation**

* Gather feedback from attendees to assess success and areas for improvement.
* Contribute to post-event reviews and help refine future planning.

**5. Desired Skills & Attributes**

* Enthusiastic and approachable with strong teamwork skills.
* Organised and proactive with attention to detail.
* Creative flair and a passion for bringing people together.
* Comfortable communicating with members, vendors, and guests.

**6. Time Commitment**

* Varies depending on the number and scale of events.
* Typically, 2–4 hours per week during planning periods, plus attendance at events.
* Participation in committee meetings is essential.

**7. Accountability**

* Reports to the club committee.
* Expected to uphold the club’s values, safeguarding policies, and code of conduct.
* Performance reviewed annually or at the end of the term.

[ ]  I agree to fulfil the duties of the Outside events & entertainment Coordinator to the best of my ability and agree with the club’s constitution and code of conduct.

Name…………………………………………………………………

Signature…………………………………………………………….

Date…………………………………………………………………..

Head Coach Signature…………………………………………….

Date………………………………………………………………….