

The Puckapunyal & District Neighbourhood Centre

GENERAL MEMBER / SOCIAL COORDINATOR

Social Coordinator Description

- ✦ Endeavor to gain maximum community engagement through organizing events such as monthly ladies nights.
- ✦ Plan and prepare ahead for events
- ✦ Communicate and delegate tasks to social working group to ensure events are well prepared for
- ✦ Hold social working group meetings when necessary for event planning
- ✦ Be onboard and motivated to assist in planning other PDNC main community events such as Halloween and July Family Fun Day.

General Committee Responsibilities

- ✦ Ensure that you have full knowledge and understanding of the Model Rules and all policies and procedures to the Association.
- ✦ Ensure that you recognize your role and responsibilities and approach your commitment with due attention and diligence.
- ✦ Be pro active and willing to participate and respond to feedback, requests, committee meetings and group messaging.
- ✦ Attend PDNC social events when possible.
- ✦ Be prepared to represent and promote the PDNC Organisation at all times with a positive attitude.
- ✦ Ensure you are respectful to the staff, committee and community