



GALA COORDINATOR

Role

To coordinate the planning, implementation and smooth running of club hosted galas and championships.

Skills

- Approachable.
 - Enthusiastic and a good motivator.
 - Well organised, efficient and able to delegate.
 - Confident and effective communicator.
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Main Duties

- Prepare and execute a gala plan in conjunction with the management committee.
 - With support from the management committee:
 - Arrange gala venues.
 - Prepare gala programmes.
 - Arrange ASA NE gala licences.
 - Arrange entry management, with the support of the gala entry secretary.
 - Arrange results management, including electronic timing as required.
 - Arrange officials for galas.
 - Arrange “on the day” volunteer support for galas.
 - Post galas, provide organiser and referee reports to ASA NE.
 - Liaise with the Publicity Coordinator to promote and publicise club hosted galas and championships.
 - Liaise with the Fundraising Coordinator to facilitate fundraising activities at club hosted galas and championships.
 - Act as the main point of contact with external clubs for all gala queries.
 - Liaise with the Honorary Treasurer to keep a record of monies raised and monies spent.
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Commitment

An ongoing responsibility for dealing with gala matters.
Attending monthly management meetings.

Benefits to Self

An opportunity to contribute to the success of club galas.
