

The Club Social Events Officer

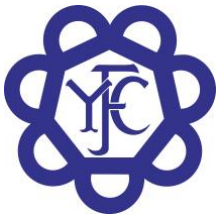
Role descriptor

As club social events officer...

As social events officer you will organise successful club events that are safe and legal. It is a big undertaking and so it is important to work with your county office, which can advise you on how to make your event a success, minimise potential incidents and make it as enjoyable as possible. Read the NFYFC Guide to Running Safer Social Events before you plan your event.

Your responsibilities include:

- Being clear on who the event is aimed at and who you hope to achieve.
- Preparing a budget with the treasurer to ensure you cover your expenditure and make a profit.
- Having a clear policy on how you will manage members who are under 18 at your event.
- Any person under 18 should have a parental consent form to attend an event that are additional to the club programme.
- Understanding and complying with regulations relating to the sale of alcohol, providing entertainment, supplying food and running raffles. You may need to apply for a Temporary Event Notice.
- Having the necessary NFYFC policies in place, such as Drugs and Alcohol, and Standards of Behaviour.
- Working with your health and safety officer to produce a risk assessment for the event.
- Keeping up to date and involving the rest of the committee members when appropriate.
- Ensuring anyone employed as a doorman or to look after security at your event is licensed by the Security Industry Authority.
- If you are hiring a disco or band, reading the contract, asking for a copy of their public liability certificate and making sure their equipment is PAT tested.
- Ensuring that the venue is big enough for your expected numbers and complies with the law.
- Checking that the venue doesn't have a reputation for attracting troublemakers and that the bar prices are reasonable and not put up for special events.
- Checking the venue dress code and making sure everyone knows what it is. It should be included on tickets and marketing material.
- Working with the treasurer to organise a cash float in advance and agreeing who will be responsible for it.
- Working with the treasurer to ensure that at least two people add up the cash at the end of the event and make a record of it. Arranging how the money will be stored and banked on the next working day.
- Taking up training to help you develop your skills and knowledge.



Top tips for your role

Social events often raise significant funds for a club, therefore it is important that they are properly organised to maximise profit and minimise risk to members and YFC. Your role is crucial in making sure this happens. Here are a few things to try.

Check the diary

Make sure your event doesn't clash with any others taking place in the area.

Who is it for?

Decide whether the event is just for YFC members or is open to the public. Make sure you have the necessary arrangements in place.

Planning

Allow time to organise an event. There are lots of factors to consider, procedures to follow and paperwork to complete.

Work with others

You will need to work with the officer team to ensure the event is safe, well publicised and breaks even, at the very least.

Get advice

Ask for help when running your event. Your county staff and officer team will be able to help you plan it carefully.

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