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## Social Convenor

**Responsible to:**

Club Chairperson

**Objective:**

Organise social and retention activities for the club

**Reports to:**

Club Lifesaving Officer

**Internal Relationships:**

Club Patrol Captains

Club Lifesaving Officer

Club Convenor

Club Members

**External Relationships:**

Entertainment providers

Catering providers

**Key Responsibilities:**

* Organise and coordinate the delivery of approved club functions
* Assist Club Lifesaving Officer as requested with the organisation and delivery of Club Day and Club Prizegiving
* Minimise injuries through risk analysis and safe operating practices
* Ensure adherence to licensing regulations
* Organise catering, entertainment and security