



CHATV Event Co-ordinator Job Description

The Event Coordinator is a voting member of the CHATV Executive who attends all meetings of the Board of Directors and plans and implements club charity rides each season and other club events. The Event Coordinator is elected at the Annual General Meeting and holds a two-year term.

The Event Coordinator's duties include but are not limited to:

- Identifying dates for charity rides, and proposes marshalling start / end place
- Liaison with Secretary to obtain lottery license, and venue rental, as needed, and to prepare the Waiver
- Identifying route for charity rides, and lunch stop
- Organize volunteers to pre-ride the route
- Uses the Event Planning Chart to document the details of the event, and coordinates volunteers to complete specific tasks listed
- Suggest sponsors for prizes
- Identify expenses related to the ride
- Propose the charity organization that the event will be held for
- Create promotional materials, post on social media
- Liaison with Secretary or Treasurer, who will email the membership and register the members collecting the registration fee
- Organize volunteers to assist the Secretary with Registration
- Organize Wardens who will assist during the ride
- Address the participants outlining pertinent information before the group departs
- Upon conclusion of the ride, draw prizes for participants

Requirements:

- Candidates must hold a valid OFATV permit for a minimum of six months and / or be an affiliate club of CHATV

Time Commitment:

- The Board of Directors must meet a minimum of 4 times per year. Meeting have typically been held monthly, and last approximately 2 hours.
- Additional time would be required to plan events and the administrative related tasks described above.



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The ideal candidate for Event Coordinator would:

- Have proven experience planning events
- Be comfortable speaking in public, and establishing relationships with sponsors
- Be organized, with attention to detail
- Be Enthusiastic and passion for the role
- Be Flexible and able to able to problem solve as needed
- Have experience promoting events