



## Roles and Responsibilities of the **Event Planner**

<b>Role:</b>	Event Planner
<b>Responsible To:</b>	State Referee Committee through the State Director of Instruction
<b>Role Purpose:</b>	Managing and coordination of all events of the Committee
<b>Commitment:</b>	1-3 hours / week.

### **Main Tasks:**

- Manages the community calendar of events and identifies event conflicts.
- Identifies and books venues for events.
- Assists in execution of signature events.
- Maintains relationships with Soccer RI member organizations in order to create a portfolio of venues that can be used for low or no cost to the Committee.
- Coordinates with the publicity manager to communicate schedule and location changes.