

POSITION DESCRIPTION



Role Title

Mudbash Activities
Manager

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Activities Assistants
Mudbash Vice Chairman
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Activities Manager shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Design all non-motorsport related activities for the event, both onsite and offsite.
- Working with the activities assistants & other departments, design all Mudbash Open Day activities (non-motorsport).
- Source equipment and materials required to run the designed activities.
- Liaise with third party vendors to schedule & design activities.
- Liaise with the events manager to ensure the *Mudbash Young Drivers Program & Motorsport Passenger Ride Day Activity* run effectively on Open Day.
- Attend monthly committee meetings.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Prepare monthly reports detailing the work done by the activities department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- Draft a budget for all activities occurring, liaising with the treasurer to ensure that money is within budget and there is money available for offsite activities.
- Provide vendor quotes and costs to the treasurer.
- Spend within the agreed department budget, except where approved by the Chairman.
- Draft a roster for the activities team, allocating assistants appropriately to run activities over the weekend.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Working with their team, set up & run all non-motorsport activities at Mudbash.
- Ensure all offsite activities are running effectively.
- Working with their team, set up and run all open day activities.
- Ensure all third party open day activities are running effectively.

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- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Pack up all activities, ensuring all equipment is returned and unused materials stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

The Activities Manager has the right to make decisions about activities as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

DESIRED SKILLS

- Creativity
- Delegation
- Leadership
- Communication
- Time Management
- Attention to detail
- Deadline management.
- Interpersonal and relationship building skills
- Able to work as part a team to accomplish tasks.
- Occupational Health & Safety risk mitigation & reporting.
- Communication
- Time Management

Feedback

Role Title	Mudbash Activities Manager
Comments	

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