

GRADUATE WOMEN QLD INC. GOLD COAST BRANCH



PO BOX 1150
SOUTHPORT BUSINESS CENTRE
SOUTHPORT
Q 4215

January 2018

ROLE DESCRIPTION **FOR CO-ORDINATOR FOR SCUGC SUB BRANCH OF GWQGC**

- Plan and co-ordinate the SCUGC calendar of events.
- Liaise with President and Branch Web Site Manager to upload flyer (on Branch letterhead) to both Branch and Sub Branch calendar of events in appropriate month area on web site.
- Submit short report outlining (a) upcoming/planned SCUGC events

(b) bank balance for sub branch

(The purpose of this short report is for auditing purposes at Branch Committee Meetings held on Saturday mornings at 10am during Feb May August and October each year (and Branch AGM during September).

- Liaise with President by email/text when necessary.

Rosemary Power
(President)
Graduate women Q'ld Inc Gold Coast Branch