

Chairperson

The Chairperson leads the planning committee, coordinates all departments, and ensures smooth collaboration across roles. Responsibilities include setting agendas, leading meetings, overseeing timelines and deliverables, and being the final point of contact for major decisions.

Pre-Event:

- Create agenda
- Confirm meeting dates
- Track timelines and deliverables

Post-Event:

- Organizes debrief

Time Commitment: 3 - 4 hrs/Month (November–August), more during event month

Reports to: Extreme Board

Tools: Google Drive, Email, Google Doc/Word Google Sheets/Excel

Finance Coordinator

The Finance Coordinator manages the event budget, tracks income and expenses, handles payments, and produces financial reports. They ensure financial transparency and collaborate with other departments to manage funding needs and cost estimates.

Pre-Event:

- Create budget for Extreme
- Set up bank account and PayPal account
- Find Insurance
- Monitor skater and sponsor payments
- Pay all suppliers (T-shirts, patches, medics, officials' food)
- Coordinate charitable donations
- Prepare floats for cake and merch stalls
- Organize raffle (cash or prizes)
- Agree on Food/Drink Purchased for Cake Stall
- Confirm Merch / Cake Stall Prices

Post-Event:

- Final figures after event

Time Commitment: 3 – 4 hrs/Month (November–August); additional time during payment periods

Reports to: Chairperson

Tools: PayPal, Google Sheets/Excel, Google Drive

Sponsorship & Stall Holders Coordinator

The Sponsorship Lead secures funding and support through external partnerships. This includes developing sponsorship packages, approaching businesses, negotiating agreements, and maintaining relationships with sponsors and stall holders.

Pre-Event:

- Contact previous sponsors and stall holders
- Agree on sponsorship and stall holder options with EE board and finance
- Collect sponsor and stall holder text and forward to Social Media Lead for post.
- Email Stall Holders Event Information

Event Day:

- Be on-site on the day to coordinate stall holders

Time Commitment: 3 – 4 hrs/Month (November–August),

Reports to: Finance Coordinator and Events Manager

Tools: Email, Google Sheets/Excel, Google Drive

Marketing Designer

The Marketing Designer creates all visual assets for the event including posters, social media graphics, programs, signage, and merchandise branding. They work closely with the Social Media Lead to ensure consistent visual identity.

- Keep Brand Consistency
- Update EE logo with new colourways and year
- Design images for Facebook posts
- Design team scoreboard signs & team pack cover, awards, and print materials
- Create sponsor banners and redraw logos if necessary
- Design sponsor stickers for scoreboard
- Create T-shirt and patch artwork for supplier
- Generate merch ideas and event flyer
- Create Signs needed

Time Commitment: Flexible; project-based (November–August) full-time during event

Reports to: Social Media Lead and Events Manager

Tools: InDesign/Illustrator/Photoshop, Google Drive

Social Media Lead

The Social Media Lead manages the event's online presence. Responsibilities include creating and scheduling posts, engaging with followers, promoting applications, and providing live updates.

Pre-Event:

- Create EE Facebook event
- Post asking for photographers, announcers, benches, LUMs
- Post application forms for skaters and officials
- Advertise fill-in skater spaces
- Schedule and manage sponsor posts using provided text and artwork

Event Day:

- Manage Social Media Posts on the day of event – Score/location/weather updates

Time Commitment: 8 – 10 hrs/Month (November–August); more around event launch and peak

Reports to: Events Manager

Tools: Facebook, Instagram, Scheduling tools, Google Drive

Event Manager (Bout Production)

The Event Manager oversees logistics and operations for bout production. This includes venue liaison, equipment, setup, and on-the-day problem solving.

Pre-Event:

- Contact council about dates and requirements
- Provide council with events plan and risk assessment
- Arrange Bins, Tables & Chairs with council
- Propose timetable options
- Book venue and confirm medics
- Ensure PA system is arranged
- Confirm track laying
- Write/update skater packs
- Create Google Forms for Bench and LUM applications
- Source marquees
- Arrange track sweeping/blower

- Coordinate officials' food with finance
- Arrange thank-you packs for Officials, cake stall, merch stall with finance
- Liaise with café about toilets/electric; assign PA setup person
- Confirm Signs needed for event.

Event Day:

- Be on-site coordinator for reception desk and all setup

Post-Event:

- Collects feedback

Time Commitment: 10 –15 hrs/Month (November–August); full-time during event

Reports to: Chairperson

Tools: Google Drive, Email, Google Sheets/Excel, Google Docs/Word

Participant Liaison

The Participant Liaison is the main contact for event participants, handling communication, check-ins, and support.

Pre-Event:

- Coordinate closely with Team Allocation
- Answer questions in team groups
- Create and manage skater/team Facebook groups
- Post polls in Facebook Groups (captain/name/number/sizes)
- Confirm skater participation and payments
- Follow up for payments via email/Facebook messenger
- Confirm helmet cover arrangements

Event Day:

- Be on-site reception desk

Time Commitment: 10 –15 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Facebook, Email, Google Drive Google Sheets/Excel, Google Docs/Word

Team Allocation & T-Shirt Coordinator

This role manages team assignments and T-shirt orders, ensuring fairness and accuracy.

Pre-Event:

- Work with Participant Liaison
- Create skater application form (waiver, game choice, T-shirt size)
- Sort teams and check eligibility
- Confirm rosters with Liaison for communication
- Fill vacant spots and post on Facebook
- Order T-shirts for teams and officials

Event Day:

- Be on-site reception desk

Time Commitment: 8 –10 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Facebook, Email, Google Drive, Google Sheets/Excel, Google Docs/Word

Head of Announcers

Recruits and manages announcers, providing schedules and materials.

Pre-Event:

- Distribute event info to announcers
- Create announcer packs and timetable

Event Day:

- Be on-site to coordinate announcers

Time Commitment: 1 – 2 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Email, Google Drive, Google Sheets/Excel, Google Docs/Word

Head of Photographers

Manages the photography team, ensuring coverage and coordination.

Pre-Event:

- Manage photographers' Facebook group
- Create and distribute photographer timetable

Event Day:

- Be on-site to coordinate Photographers

Time Commitment: 1 – 2 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Email, Google Drive, Google Sheets/Excel, Google Docs/Word

Head of Officials

Oversees referees and NSOs, including recruitment and scheduling.

Pre-Event:

- Recruit officials for Extreme
- Create application form and coordinate with Social Media Lead
- Confirm selected officials

Event Day:

- Be on-site to coordinate Officials

Time Commitment: 4 – 6 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Email, Google Drive, Google Sheets/Excel, Google Docs/Word

Secretary

Supports the Chairperson by documenting meetings and organizing shared resources.

- Take meeting minutes
- Manage shared documentation and planning records

Time Commitment: 2 – 3 hrs/Month (November–August);

Reports to: Chairperson

Tools: Email, Google Drive, Google Sheets/Excel, Google Docs/Word

After Party Events Manager

Plans and executes post-event celebrations, ensuring logistics and promotion.

Pre-Event:

- Find venue and confirm booking
- Arrange ticketing if needed
- Share event details with Social Media Lead for promotion

Event Day:

- Be on-site coordinator after party

Time Commitment: 2 – 3 hrs/Month (November–August); full-time during event

Reports to: Chairperson

Tools: Email, Ticketing platform, Facebook Google Drive, Google Sheets/Excel, Google Docs/Word

Volunteer Coordinator

The Volunteer Coordinator recruits, assigns, and supports general event volunteers, ensuring adequate staffing for all event areas.

Pre-Event:

- Create volunteer sign-up form
- Assign roles based on availability and needs
- Communicate schedules to volunteers
- Liaise with Event Manager to cover key tasks
- Manage Cake Stall - Staff Stall and Confirm products on stall
- Manage Merch Stall - Staff Stall and Confirm products on stall
- Confirm track laying team
- Arrange Track Sweep Team

Event Day:

- Manage check-in and support on the event day

Time Commitment: 1 – 2 hrs/Month (November–August); full-time during event

Reports to: Event Manager

Tools: Email, Google Drive, Google Sheets/Excel, Google Docs/Word