

## **POSITION TITLE: Social Director**

### **AUTHORITY**

- The board of directors is the legal authority for the community league.

### **TERM OF OFFICE**

- Term of office is 2 years.

### **GENERAL DUTIES/REQUIREMENTS**

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### **RESPONSIBILITIES**

- Manages all matters related to social activities of the league, including dances, social nights, member barbecues, etc.
- Enlists the help of the Volunteer coordinator to ensure volunteer capacity is met and what the required duties are. \*If no volunteer coordinator, works with Membership director to solicit volunteers from membership list
- Provides communications or promotions director with content and/or artwork to promote events in a timely fashion to ensure maximum promotion for event or activity.
- Ensures all required permits have been arranged for with CRC representative
- Applies for grants for various community social events if applicable, with board approval.
- Keeps the board of directors informed on progress and ensures members are appraised well in advance if their help is required and what their duties will be.
- Arranges access to the facilities used for vendors and volunteers for set-up, tear-down, etc.
- Prepares budget and financial reports for the treasurer.
- Arranges payments to vendors, keeps appropriate records.
- Provides board with an outcome assessment of event if event is not part of the league's regular social calendar