

JOB DESCRIPTION - (SOCIAL EVENTS TEAM LEADER)

SCOPE

Accountable to the Board of Directors, serves as the senior person for planning, implementing and evaluating a social program for the club. The current program includes special holiday events and events on special days e.g. Awards event

Key Responsibilities and Duties

1. Liaise with Club Director - Social to maintain communication with Board of Directors.
2. Develop annual and long-term plans for social events of the Club. Monitor and evaluate program and progress re: completion of plan.
3. Review annual budget with the Treasurer, such that the program is revenue neutral. Monitor and approve expenditures in order to balance expenditures and revenue.
4. Organize convenors to recruit teams to provide the social portion of the “special event days” to set up, deliver the day’s program, organize raffles/50-50 draws as appropriate, and clean up the club house.

(As of 2018 - First Day of Bowling/Golden Bowl, Victoria Day, Canada Day, BC Day, Labour Day, Awards’ Day, Halloween, Christmas and other special events, for example)

5. Liaise with BBQ, Bar, Kitchen, Greens, and House Team Leaders as appropriate.
6. Maintain order and safety in areas of the storage sheds, kitchen and lockers used for Social Program supplies.
7. Oversee the negotiation and enforcement of any agreements with entertainers and caterers.
8. Assist with recruitment and training of a Club member to assure future leadership in this position

Target Dates

1. Budget submission—September of each year
2. Plan for year developed by start of season

September 2019