

Job Description

Social Director

ROLE AND RESPONSIBILITIES

- Plan, organize and manage social events to foster friendships and a more social club, and build a stronger cycling community.
 - Create and manage event budgets.
 - Create social event pages and registration form on TBN website.
 - Ensure social events are communicated on TBN Home page and in Chain of Events.
 - Oversee online registration.
 - For each event ensure that permit, contract, insurance and payment requirements are met.
 - Arrange for food, games, draw prizes (coordinate with Communications Director) or other items of interest to membership.
 - Define event timeline and agenda and arrange an MC if required.
 - Recruit and manage volunteers.
 - Typical events have included: Tour du France Evening, Spring Kickoff Breakfast, Toogood Pond Picnic, Annual AGM, Dinner and Dance, and a Volunteer Appreciation Evening.
- Actively participate in the Board email correspondence and provide input.
- Attend monthly Board meetings.

PREFERRED SKILLS

- Event management experience.
- Ability to create and manage a budget.
- Organization and planning skills.
- Ability to learn how to create web pages on Wild Apricot.
- Experience using event management software, MS Excel, and MS Word
- Volunteer management and delegation.

Last Updated By:	Governance Committee	Date:	2021-08-18
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Boad of Directors	Date:	2021-09-23