

Hidden Valley Community Association

Programs and Events Position Description	Date Drafted <u>May 27, 2013</u> Date Approved <u>September 20, 2013</u> Date Revised _____
---	--

The role of Programs and Events Director is to liaise with the City of Calgary Recreation department regarding programs offered in our community, as well as organize committees to plan, promote and implement each Special Event offered through the community association;

Specific Responsibilities of Programs and Events Director

In addition to the general duties and responsibilities of all Directors, the Programs and Events Director has these additional duties:

- Chairs the Programs and Events committees, maintain records of committee minutes for the Secretary and provide information to the Board on committee business
- Liaise with the City of Calgary Recreation Department, regarding programs available to community association residents
- Establish with the Board of Directors, which Programs and Events will be offered through the community association each calendar year (i.e. Stay'n Play, Easter Egg Hunt)
- Establish dates for Special Events at the beginning of the year through discussion with Board of Directors at said meeting
- Establish dates for Park'n Play, Stay'n Play and Theatre in the Park with our City of Calgary Community Recreation Coordinator
- Develop, implement and evaluate policy, procedures and guidelines related to each program and event
- Secure any permits required for desired Events (i.e. sound, roads)
- Book Facilities, well in advance; arrange access
- Check the booked location is maintained and prepared at least one week prior to Program and Event occurring
- Book equipment required for each Program and Events, as required (i.e. tables, grills)
- Ensure equipment is clean, maintained and read for operation (i.e propane)
- Determine Registration Fees and arrange Registration, as required
- Establish Budget for each Program and Events with advice from the Treasurer
- Work closely with Communication Director to promote each Program and Event
- Write a Program and Events related articles for our community newsletter
- Develop and distribute a schedule of required volunteers; coordinate volunteer, as required
- Coordinate Program and Events committee to order and purchase food and supplies required for each activity, in accordance with projected number of attendees established by the Board of Directors
- Help with set-up and take-down on the day of each Program and Events, or arrange for a Board of Director to take your place. All garbage must be removed the day of an Event.
- Summarize each completed Program and Events, documenting planning procedures to use as a reference for future events
- Submit all receipts to the Treasurer within one week of each completed Program and Events

Authority and Accountability

- The Program and Events Director is elected by and accountable to the members of the Hidden Valley Community Association
- The Program and Events Director serves as a Committee Director

Term

- The Program and Events Director is elected for a one (1) year term, renewable for two (2) terms maximum, at the Annual General Meeting