



## HALL COORDINATOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Adhere to and implement any directives issued by the executive.
- Keep a calendar of all programs scheduled.
- Keep and maintain control of all keys to all areas of the hall.
- Ensure damage done to hall during events is reported to the executive and that plans are put in place to repair damage.
- Report directly to the executive.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.