



SOCIAL PROGRAMS DIRECTOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Prepare a plan of activities and present to the executive for approval, including budgets if applicable.
- Adhere to and implement any directives issued by the executive.
- Keep in touch with the community to determine their needs in regards to social functions.
- Maintain storage of all equipment and material pertaining to social functions.
- Report directly to the executive.
- Procure all entertainment, food service, rentals and decorations for all events. Sign contracts pertaining to event.
- Procure Liquor License, Liquor and mix and bar supplies. Maintain a running inventory of the bar. Ensure that no laws pertaining to Legal Liquor Services are broken.
- Procure prizes and donations for gifts and giveaways.
- Create ads for Website and Mill Woods Newsletter for all events.
- Sell tickets for all events. E-mail invitations to event guests. Call other guests to personally invite them to the function. Control Liquor tickets at the events.
- Order cheques from the Treasurer to pay for entertainment expenses.
- Hire cleaning staff to clean after functions.
- Arrange for volunteers for Set-Up and Tear-Down of all events.
- Attend all functions held by the Burnewood Community League.

- Ensure that people are being safe and drinking responsibly. Call Taxi cabs for those that require a ride home. Provide phone numbers for local Taxi companies.
- Handle and follow up with all event complaints.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.
- Reconcile all receipts and monies received for events. Give Treasurer a report of all revenue and expenses in a timely manner.