

# BOW VALLEY LINE DANCE CLUB

## POSITION DESCRIPTION

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Position: **COMMUNITY EVENTS CO-ORDINATOR**

Term: One year

Reporting To: President

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### RESPONSIBILITIES:

- Watch for opportunities in the Bow Valley for Club members to enjoy line dancing. (For ex.: street party, Rotary breakfast, Canada Day parade, community dances. ..)
- Get Board approval and instructor/leader agreement prior to booking.
- Co-ordinate all arrangements with the event host.
- For instructional events, note the BVLD Board policy re “Paid Gigs”  
**“Paid Gigs:** If a BVLD teacher is available, paid events will be accepted on behalf of BLVD. The payment will in the form of a donation on behalf of the Club or payable to BVLD to go into general revenue. To ensure we do not undercut those who are teaching for a living, the rate for instruction will be competitive. The current rate for instruction is \$60 per hour. “
- Prepare a list of members willing to participate for each event.
- Provide details to the Web Manager for communication to Club members.

Approved: 2018