

# **BOW VALLEY LINE DANCE CLUB**

## **POSITION DESCRIPTION**

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Position: **CLUB SOCIAL EVENT CO-ORDINATOR**

Term: One year

Reporting To: President

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### **RESPONSIBILITIES:**

- Propose dates for monthly dances, annual BBQ and NYE events to the Board at least six months in advance.
- Book venue and notify Treasurer about deposit and lease requirements
- Request dates and other details be posted on the website
- Obtain entrance security code/key before event and review and complete Event Checklist
- Review invoices/receipts and submit to Treasurer
- Track attendance statistics to report to Board

Approved: 2021