

BOW VALLEY LINE DANCE CLUB

POSITION DESCRIPTION

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

Term: One year

Reporting To: President

RESPONSIBILITIES:

- Propose Club social events to the Board for consideration.
- Co-ordinate the social event:
 - book the venue
 - ensure the sound system is available
 - arrange for refreshments
- Inform the Website Manager to add to the website.
- Confirm the invoices before payment and communicate that information to the Treasurer.

Approved: 2018