



<i>Date Drafted:</i>	10/04/2022
<i>Date Approved:</i>	
<i>Date Revised:</i>	

Role: Volunteer Events Director

Time Commitment: Approximately 4-5 hours per month

Position Description:

The Events Director is responsible for the planning and execution of events hosted by LivCA. This includes determining what events the community wants, budgets for the events, working with the Finance Director and other volunteers to apply for grants if necessary, organizing volunteers for the event if necessary, working with the Communications Director to properly advertise the event and executing the events.

Authority and Accountability:

The Board of Directors is the legal authority for the Livingston Community Association. The Events Director is accountable to the Board of Directors. As a member of the Board, the Events Director is in a position of trust for the community and is responsible for the effective governance of the organization.

Requirements:

1. Commitment to the work of the organization
2. Willingness to serve on the committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Member in good standing of the Community Association

Term:

The term shall be two year after election at each Annual General Meeting and shall not exceed four years as outlined in the Bylaws.

General Duties:

1. Chair the Events committee, maintaining records of minutes for the Secretary and providing information to the Board on committee business
2. Determines which events and programs will be offered to the community.
3. Manages all matters related to social activities of the Association.
4. Manage and attend events as required.
5. Work with other committees and Board members in developing communication for events, sponsorship and grant writing and volunteer coordination.
6. Report on all aspects of Communications initiatives at the Annual General Meeting.