

Events Portfolio

General Duties of Assigned Portfolio

Goal of Portfolio

The club has a number of activities that support the club programs and membership. The Events Director is primarily responsible for recruiting members to committees for each event and ensuring that the activities required are delivered.

Duties and Areas of Responsibilities

Primary responsibilities of the Events Director include, but are not limited to the following:

1. Develop committees for each event (Hogtown Heats, Frostbite Sprints, Double Blue Awards Gala) and ensure that there is a responsible chair for each committee and that the event is delivered to the satisfaction of members and meets its objectives.
2. Develop a budget for each event and present a reconciliation to the Treasurer after the event, so that it is clear how much the event cost.
3. Maintain a guide book on regatta planning and duties, so that it is clear what are the steps in planning a regatta for the following year
4. Ensure that Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the Chair's responsibility to monitor overall Board governance.

Sub-committees and Reporting Positions

- Hogtown Heats Committee – August
- Frostbite Sprints Committee – late October/early November
- Double Blue Awards Gala Committee – November
- Other events that arise, e.g., boat dedications

Evaluation

Director's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____