



The Madawaska Club of Go Home Bay

1898

POSITION DESCRIPTION FOR ACTIVITIES DIRECTOR

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as Activities Director.

The duties and responsibilities of the Activities Director are generally as follows:

- Seeking to enhance the social life of all age groups of Club members and guests during the summer months (but excluding matters related to Marathon, Regatta, and the Regatta Party).
- Acting as Board liaison and Chair of the Activities Committee, and bring initiatives and recommendations of the Activities Committee to the Board for consideration.
- Preparing and managing an annual budget for Club activities (including liaising with the sailing program director to develop a budget) and manage funds to support initiatives approved by the Board, and keeping the Board reasonably apprised of activities programs and anticipated budget overruns.
- Liaising with individuals proposing activities and provide support in developing new activities.
- Oversee Club activities, such as library, sailing, yoga, crafts and camp, including liaising with organizers of activities, developing succession plans in respect of organizers of activities, including during the off season to ensure continuity of events.
- Managing activities scheduling, including scheduling conflicts in shared spaces, and maintaining a calendar of events/activities.
- Ensuring all activities are conducted in accordance with health and safety protocols.
- Liaising with the Communications Director to communicate activities and schedules.
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.
- Carrying such other duties as may be requested by the Board from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club