



Job Title: Activities Director

Responsible to: President and Board of Directors

Qualifications:

- Directors general qualifications
- Ability to communicate effectively
- Ability to be self starting and enlist enthusiasm of membership

Job Summary:

- Activities Director shall be in charge of all club activities and shall perform any such duties as may be assigned by the President

Duties and Responsibilities:

- Summer picnic - obtain venue, invitations including map/directions, coordinate food/drink/water (get cost quote if the club does not do potluck). Balloons and signs out the day of . Think early of about joining with other clubs such as Reno's dance club.
- Christmas dance, dinner, and/or party - obtain venue, invitations including map/directions, coordinating dinner including getting cost quote.
- April Spring Ball - If using the Carson Nugget, get a date on their calendar early (get it in writing).
- October/Halloween dace - no costume contest, but can organize a dance game or do decorations.
- Coordinate any classes outside of the regular monthly daces, or help someone else who's organizing an event of class (maybe assist with the flyers, for example).