



Social Director Position Description

Overview

A member of the RDMSC Board of Directors, the Social Committee Director is responsible for undertaking and coordinating all social activities during the RDMSC swim season. The Director serves as Chair of the Social Committee, which consists of the Director and one volunteer assistant) and is responsible for coordinating committee activity.

Responsibilities

- Attend RDMSC Board of Directors meetings and prepare and present Social Committee reports as required
- Undertake and coordinate all activities related to recurring social events: Meet the coaches spring meeting potluck, ice cream social/freezie day, pancake breakfast, spaghetti breakfast and AGM potluck
- Support additional ad hoc social activities as identified by the Board of Directors or Social Committee such as a bottle drive BBQ
- Liaise with the Vice President to secure facility space for social events
- Work with the Meet Manager and attend meet meetings as required, to coordinate food for coaches and volunteers at the RDMSC swim meet. Guidance and support may also be required in years when RDMSC hosts Regionals and/or Provincials.
- Liaise with Communications Director to ensure appropriate information is included on the RDMSC website and in newsletters
- Work with the Volunteer Coordinator to create online Sign Ups for volunteers and food donation for social activities as needed.
- Monitor and respond to emails sent to the RDMSC social email address/account
- Storing and maintaining social-related supplies including plates and cutlery (approx..4 totes)
- Ensure the Social section of the website is updated and accurate

Term: 2 years