



## **Toronto Triathlon Club Board Description of Role of Social Director**

### **Purpose**

Support member engagement by organizing opportunities for members to connect socially outside of training

### **Term**

Two years; elected at the Annual General Meeting

### **Primary Duties**

- Lead committees to plan the social events for the year (including Annual General Meeting and Year-End Celebration, Membership Drive, finish line parties at Toronto Triathlon Festival and Ontario Triathlon Club Championships, and monthly socials during race season), which includes:
  - Organizing event logistics, including booking venue
  - Coordinating with sponsors, volunteers, board members, and photographers as required
  - Facilitating content development as appropriate
  - Working with Communications & PR Director (and other Board members as required) to promote event
- Work with Treasurer to plan social budget required for events
- Gather feedback on events and document lessons learned; ensure Event Planning Checklists are kept up-to-date

### **Time Commitment**

5-10 hours per month throughout the year

### **Additional Expectations**

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month during race season

Updated July 2019