



Muir Lake Community Hall

Social Coordinator Job Description

MLCL Executive Officer

Position Title	Social Coordinator
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Position Description:

- As a member of the Board, an executive officer is the trustee for the community and is responsible for the effective governance of the Organization. An officer is expected to be fully informed on organization matters and to participate in the Boards deliberation and decisions in matters of policy, finance, programs, personnel and advocacy. This position reports to the Board of Directors.
- This position will plan and coordinate the social events put on by the Muir Lake Community Hall for the community such as dances, dinners, breakfast socials, ham & turkey bingos and holiday events.
- They will work with the Board to provide a fun friendly atmosphere for members of the community to enjoy and support an active community lifestyle as per the by-laws.

Specific Position Duties

- Meet with the Booking Coordinator & Editor to determine dates & functions for the year prior to the AGM; present list of events for approval.
- Plan for social events for the Muir Lake Community; Halloween, New Years, VIP Night etc.
- Ensures AGLC liquor licenses are in place when required. Any event where alcohol is served requires a public liquor license issued by the AGLC; and shall not sell more the 198 tickets; this number includes attendees, volunteers, DJs etc.; as per the hall's maximum occupant load, non-liquor events is 250.
- Advertises all social events on Social Media (Facebook, Instagram, Webpage, etc.); informs sign coordinator for updates or changes.
- Once a year schedule a Volunteer Appreciation Night at no charge for guests who have volunteered during the year. (Track list of all volunteers through the year; request volunteer list from the Kid's Soccer & Ball Coordinators)
- Create budgets for social events; any entertainment exceeding \$1000.00 needs to be approved by the executive prior to booking the event. Ticket prices should be set to cover all expenses with the exception of liquor.
- Prepare for and contribute to Board discussions; budget plans, profit/loss reports on events. It is preferred that any social event anticipated to run at a loss, be discussed at an Executive meeting prior to the event.
- Purchase supplies for social events; Sets-up, decorate and tears down all social event;
- A motion must be made and approved by the executive to cancel a social function; usually due to low volunteer turnout.



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General Duties and Responsibilities:

- Approval of policy and other recommendations received by Board members or committee's;
- Review of the Bylaws and policy manual, and recommends to membership changes to the Bylaws;
- Review of the Boards structure, approval of changes thereto, and preparation of necessary Bylaw amendments;
- Participation in the development of Muir Lake Community League's annual plan and annual review;
- Approval of Muir Lake Community League's budget;
- Approval of the hiring and termination of contractors;
- Assisting in the development and maintenance of relations between Board, committees and contractors which will enhance the Muir Lake Community League's mission;
- Provide a written report for annual general meeting.

Position Requirements/Working Conditions

- Commitment to work of the organization;
- Specific knowledge and skills in one or more of the areas of Board governance – policy, finance, programs, personnel and advocacy is an asset;
- Attendance at Board, committee and annual general meetings;
- Support of special and fundraising events;
- Evening and weekend participation may be required.

Benefits to Volunteer

- All Board members receive hall rental privileges as per policy;
- Benefits while working events;
- Meeting other people in the community;
- Giving back and making a difference in the community;
- Help create a nourishing and inclusive environment for all community members;
- Teaching our kids/family about giving back;
- Be part of a team;
- Create new experiences and opportunities for the community;
- Use existing skill and knowledge to help others;
- Create a community legacy;
- Opportunities to further education and build resume

Evaluation

- Provide a written report of activity for annual general meeting.