

These jobs are not all to be done by PR Director – it is a list of responsibilities that can be delegated, assigned to Manager, eliminated with board approval

## Social/Membership Director

### Membership Services

- update membership list
- review and revise membership form
- recruit volunteers to assist with membership sales at ski swap
- followup on nonreturning members

### Free Ski Weekend

- set date in consultation with executive at planning meeting
- ensure PR is done
- special programming

### Wax And Wine

- set date in consultation with executive at planning meeting
- secure sponsorship
- develop agreement with sponsor to define roles, expectations
- ensure PR is done
- recruit clinic guest
- obtain liquor licence
- arrange for refreshments

### Christmas Party

- set date in consultation with executive at planning meeting
- ensure PR is done
- plan program
- arrange for refreshments
- organize wax room
- ensure sponsor recognition

### Northwestel Yukon Loppet

- liaise with Loppet committee
- book banquet room at MMRC
- recruit MC
- coordinate or recruit coordinator
- liaise with MMRC

### Other Events

- Family Fun Day
- Moonlight Meander
- Valentine's Day event
- NewYears' Eve

### Executive Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- liaise with executive regarding scheduling, promotion, and recruiting volunteers
- coordinate activities with Club Manager
- report to the executive regarding social events and membership issues
- maintain list of volunteers for submission to Volunteer Director
- propose fees annual planning meeting for approval by Executive