



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

### **Term: Two years**

The role is elected at the Annual General Meeting

### **Primary Duties**

- Facilitates events allowing members to connect on a social basis outside of training.
- Organizes events, books venues, and works within the allotted budget for socials. Liaise with Admin Assistant when necessary.
- Provides direction about events to Social Media Volunteer and Event Marketing coordinator.
- Develops the annual calendar of social events (usually one per month)
- Plans the social events for the year

### **Time Commitment**

Throughout the year, the time commitment is estimated to be 5-10 hours per month

### **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 throughout the year