

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

POSITION DESCRIPTION

Approved: 04 March 2008

POSITION: Director, Special Events

REPORTING TO: President

AUTHORITY: As determined by a decision of the Executive Committee.

RESPONSIBLE FOR: Overall responsibility for the organization of special events including the annual tournaments, Esso Fun days, Chevy Safe and Fun Day, and the year-end Awards ceremonies.

DUTIES:

- Serving as a member of the Executive Committee;
- Developing and administering a standardized approach to the planning and delivery of each special event;
- Ensuring that special events are administered according to Association policies and procedures;
- Overseeing the planning and administration of each event;
- Recruiting volunteers to organize and administer each event, as required;
- Identifying the budget requirements for each event.

DESIREABLE SKILLS:

- Commitment to the Association Vision, Mission, and Values
- Ability to meet personal commitments and agreed-upon deadlines.
- Good organizational and inter-personal skills

TIME COMMITMENT:

- Approximately three hours per week during the hockey season.
- Approximately one hour per week during the rest of the year.