



Capital City Executives' Association Roles & Responsibilities ~ Entertainment Director

Last updated: March 2014

The Entertainment Director is an elected Director appointed to the position by the President. The term is for one year.

Under the guidance of the Board of Directors (BOD), and with support from the Executive Assistant (EA), the Entertainment Director (ED) is responsible for the following:

- Reviews the calendar for the year approaching to determine the number extra Tuesdays for Social events and other appropriate dates
- Plans and organizes all social events
- Liaises with the Bookkeeper and Treasurer regarding budgets, accounts payable, and invoicing for social events
- Implements and Chairs social event committees when necessary, ie: Christmas Party Committee, Golf Tournament Committee
- Supports the EA with invitation notices and registration processes – allowing for a minimum of 2 weeks' notice of events to ensure member availability
- Attends and reports at all BOD Meetings
- Liaises with the Programs Director
- Presents a synopsis of the year's work in the role of ED to the members at the Annual General Meeting
- Presents a mini report at each business lunch meeting regarding up-coming social events, plus provides a more thorough report to the members upon request
- If there is more than one member volunteering in this capacity, it then can become a committee with one Director who chairs the committee and attends the BOD meetings
- Upon completion of his/her term the ED will liaise and provide information to the incoming ED