

## **POSITION DESCRIPTION:**



## **DIRECTOR at LARGE**

### **REVIEWED:**

### **1.0 PURPOSE**

The Director At Large is a supporting member of the Board of Directors and contributes to the overall operation of the Club to ensure successful program delivery contributing to the success of the Club.

### **2.0 RESPONSIBILITIES**

- Assist board of directors with other committees as needed
- Attend monthly meetings and annual general meeting
- Provide leadership and board representation for special projects or committees
- Assist with other Club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

### **3.0 REQUIREMENTS**

- Good organizational skills, enthusiastic
- Ability to communicate effectively
- Make good decisions based on the best interest of the Club as a whole

### **4.0 TIME COMMITMENT**

- One year term of office; August 1 - July 31
- Estimated time;
  - Annual General Meeting, 2 hours per year
  - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
  - General correspondence, special projects, 10-40 hours per year

Approximate total yearly commitment, 50-60 hours per year