

## NEWPORT YACHT CLUB STONEY CREEK INC.

### DIRECTOR ON-WATER ACTIVITIES

#### **General description:**

Within the compliance of the Club bylaws, this position is responsible for creating all types of social event activity for the club membership.

**Specific Responsibilities:** (in addition to the duties and responsibilities of members of the Board)

- Create a Social Committee and hold meetings for the purpose of planning social events for the club
- Meet with and encourage members to host a Mix & Mingle
- Arrange for repayment of member expenses
- Work closely with Secretary Treasurer to balance event bookings
- Set up tent area/club for events, or works with members to provide assistance as needed
- Book appropriate venues for larger events such as Sail Past/Opening Party, Closing Party
- Book Bands, Door prizes, Silent auction, contests as needed
- Making sure the tables etc. are ready/cleaned for an event – set up extra tables as needed.
- Responsible for ensuring that all events are profitable and providing financial statements/breakdown to treasurer after every event
- Tracking reservations on Social Shared drive and ensuring all monies are collected prior to event. Ensuring number criteria are met or not exceeded as per request of member or catered sponsor
- Manage bookings with members who want to rent the facilities for a personal event – ensure everything is cleaned beforehand and cleaned afterwards
- Purchase all supplies for the clubhouse- plates, cutlery, condiments, chafing dish, etc. Maintain the clubhouse re bulletin boards and other items that may need attention.

- Work with on-water director re GHYRA or other Regattas and help with fishing derby.
- Communicate with members any upcoming events – monthly newsletter and weekly reminders sent out via mail chimp when events start.
- New Social Member mentoring