

Events Director

In addition to attending monthly Board meetings (Sept – June), the events director brainstorms the year's events with the committee/Board, negotiates the terms of the events with the guests, attends the event whenever possible, and reports the events' success to the Board. They also present an overview of the year's events at the annual AGM.

The communications director takes care of the advertising - need details before the newsletter goes out on the 1st of the month of the event (or the mid-month prior if possible).

The website administrator takes care of registrations, set up of Zoom links, website updates, and sends out links to events to attendees.

Total Time required: Avg. 10+ hours monthly

- Board Meetings – 2 hours monthly (avg.)
- Brainstorm session - *Approx. 2 hours, once annually*
- Event planning - *Approx. 1 hour monthly, plus attend event (avg. 2 hours)*
- Ceilidh, Speaker Series, Whisky/Gin tasting, Other Events
- Highland Games - *Approx. 2 hours annually, plus attend events*
 - *Time commitment depends on the event (approx. 5 hour shifts at games)*
- Fèis/AGM - *Approx. 4 hour annually, plus attend event*

Potential annual events:

Brainstorm session with committee: November

- Brainstorm ceilidh ideas for themes/colour schemes/hosts/special guests
- Discuss Speaker Series ideas with Lorrie MacKinnon/Communications/Board

Approx. 2 hours, once annually

Ceilidh: monthly except for July/August

- Arrange for guest hosts to attend and work out cost if applicable (via email)
- Attend when possible to host or to introduce the guest host

We normally have special guest hosts for Jan (Oidhche nam Bàrd), Sept (Fèis/AGM), and Dec (Christmas), but we can get others anytime as well, or just when you want a break from hosting.

Approx. 1 hour monthly, plus attend event

Speaker Series: Potential dates - February, April, September, November

- Email the speakers and confirm their interest and the date

- Present to Board for approval
- Attend the event and give a brief welcome and introduction

Usually, there is no cost for speakers, so we don't charge attendees either. We have been able to negotiate discounts on the books they were promoting, but that isn't a necessity.

Approx. 1 hour per event, plus attend event

Whisky/Gin tasting: May - in line with World Whisky Day

- Email distillery contacts to confirm interest and set up potential dates
- Present to Board for approval
- Attend, or arrange for someone else, to introduce

Approx. 1 hour annually, plus attend event

Highland Games: June/July/August

- In April/May, reach out/reply to organizers to confirm a booth
- Organize volunteers to attend (most are Board members)
- Attend when possible and assist with set up/tear down
- Arrange hand-offs of supplies
- Order books as needed to sell and/or plan out what to have on display

Georgetown, Cobourg, Orillia, Cambridge, Fergus. There are also Games at Kingsville, Kincardine, Glengarry, and Ottawa, but they may be too far for volunteers to drive. Usually, there is no cost for us to attend and parking/pass is included for 2 attendees.

Approx. 2 hours annually, plus attend events. Time commitment depends on the event (approx. 5 hour shifts at games)

Fèis/AGM: October

- Planning begins in early September
- Brainstorm ideas with committee
- Reach out to presenters to arrange availability and rates
- Present costs to Board for approval
- Confirm with attendees

Approx. 4 hour annually, plus attend event

Other Events: as required

- Assistant secretary will email any inquiries
- Reach out to committee/Board to discuss