

SAMPLE TEMPLATE

POSITION TITLE: Program Director

AUTHORITY

- The board of directors is the legal authority for the community league.

TERM OF OFFICE

- Term of office is ____ years.

GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

RESPONSIBILITIES

- Works with the City Community Recreation Coordinators (CRCs) and interested community members.
- Prepares and reviews policy and procedures related to programs.
- Understands the Tripartite Agreement as it pertains to programming and use of hall.
- With board approval, determines which programs will be offered to the community and arranges for instructors (either city instructors or volunteers).
- Acts as point person for those interested in bringing programming to the community.
- Arranges for presentation of proposed programming to board for board approval
- Supplies or arranges for promotional information to publicize programming to communications or publicity director.
- Applies for grants for programs (if required) with authorization of board.
- Arranges registrations.
- Works with Membership Director to ensure membership sales are available at registration
- Prepares budget and financial reports for the treasurer.
- Arranges payments to instructors (if required), keeps appropriate records.
- Arranges new program scheduling around other existing scheduled programs, social events, rentals or facility commitments like league meetings.
- Arranges access to the facilities used.