

**ROLE TITLE:** Director of Events

**PURPOSE OF ROLE<sup>1</sup>:** The purpose of the Director of Events role is to assure the provision of a wide variety of appealing events for Boomers Rock members.

**RESPONSIBILITIES<sup>2</sup>:**

- Responsible for the official calendaring of all Boomers Rock events.
- Responsible for keeping expenditures within the approved events budget.
- Responsible for documenting event-related information for later reference.
- Responsible for attending all board meetings.

**SPECIFIC ACTIVITIES<sup>3</sup>:**

- Creates calendar of all Boomers Rock events other than small group events, likely working with an advisory team to do so.
- All plans, budgets and contracts must be approved before any expenditures or commitments are made. In the event the Director of Events is unavailable to approve an expense reimbursement voucher, any officer of Boomers Rock may approve the voucher after verifying that the expense for which reimbursement is sought is within the parameters of the approved budget for the particular event.
- Reviews and approves all event plans, budgets, contracts, and expense reimbursement vouchers.
- Monitors progress of event planning for major events.
- Creates (as necessary) and maintains event planning process documentation, and informs all event planners of the planning process to be followed.

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<sup>1</sup> Why this role is important to Boomers Rock

<sup>2</sup> No matter how it gets done, what is this role responsible for accomplishing. Start each entry with "Responsible for. . ."

<sup>3</sup> If there are specific tasks that this role must do, enter them here. Start each entry with a verb.