

# The PROBUS Club of Milton

## SPECIAL EVENTS DIRECTOR

January 2025

### Responsibilities

The Special Events Director is a member of the Management Committee. The job of the Special Events Director is rewarding for its opportunities to engage with the members and share experiences. Good communication and networking skill is an asset. It requires proficient planning and organizing ability and consistent follow through.

Special Event Directors are responsible for arranging interesting programs for the Club. This is one of the most important and challenging assignments in a PROBUS Club. To hold the interest of members, events must be varied and affordable to allow as many members as possible to attend. And, as such, it has been deemed necessary to have two individuals hold the role of Special Events Director, with each director's timeline assigned to overlap for two years, so there is one experienced director and one novice director at all times.

### Duties

1. Investigate and list suitable outings. Maintain liaison with other clubs with a view to arranging occasional joint outings.
2. Ascertain feasibility – costs; booking details.
3. Submit list of proposed outings to Management Committee.
4. Confer with members at General Meetings for interests, suggestions and popularity of proposed outings.
5. Book well ahead. Submit arrangements to the Newsletter Editor for publication well in advance of events, being careful to give date, time and place of departure and return, costs, contact numbers, clear directions (for independent travelers), and contingency plans. Be aware of deadlines.
6. Collect money at a chosen time before each outing and keep complete records or advise member to e-transfer money to the treasurer.
7. Give all money collected to the Treasurer for banking and request Club cheque for coach, venues and supplier payments. Submit invoices for all reimbursements.
8. In costing each outing, ensure that all expenditure is covered but, as PROBUS is not a fund-raising body, do not seek to make a profit.
9. Keep a list of outings to avoid repetition and also as a help to other clubs who may seek your suggestions.
10. Make sure pictures will be taken at all Special Events.
11. Advise members of availability of Travel Insurance when needed.
12. Annually review the Special Events Director's job description and present recommended changes to the Management Committee for approval.