

Probus Ski Legends Executive Responsibilities

Social Events Coordinator

1. Organizes special events for Club participation. For example:
 - Skis and Bikes Wine & Cheese
 - Annual Breakfast at end of season
 - Après Ski Lunches
 - Appreciation Dinner (for the Executive & General Committee members)
2. Promotes activities in the Club newsletter and monthly Club meetings.

Further Details:

- Recommends dates (ensuring the dates do not conflict with other activities).
- Plans for activities.
- Recommends a budget for approved events. Coordinates payments with Treasurer.
- Seeks and manages a team of volunteers for events.
- Reports to the Executive & General Committee members, with the assistance of the Treasurer, the results of each event including final attendance & Profit/Loss analysis.
- Provides updates on all activities to the head of Communications and Social Media Coordinator.

Rev. August 2025. T.L.