

**ROLE TITLE:** Director of Events

**PURPOSE OF ROLE:** 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:**

- 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 planning and executing an annual membership survey evaluating event satisfaction.
- Responsible for attending all board meetings.

**SPECIFIC ACTIVITIES:**

- Creates calendar of all Boomers Rock events other than small group events.
- Approves all plans, budgets, and contracts for events before event planners make any expenditures or commitments.
- Reviews and approves all event expense reimbursement vouchers. 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 event.
- 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.
- Provide monthly content to Boomer Blast Editor.