

The Activity Director shall:

1. serve on the Executive Committee;
2. arrange for the proper supervision of all approved functions held in the Community Centre or the Fire Hall and ensure compliance with regulations regarding permits, licenses, function reports and safety;
3. Oversee the acquisition of licenses and stock needs of beer and liquor for scheduled events and make required returns in a prompt fashion as per AGCO regulations. Appoint and schedule bartenders for all licensed events.
4. establish communication practices with all the umbrella groups and the Board and coordinate all their functions;
5. post a function calendar in the Community Centre and advise the Communication Director in a prompt fashion;
6. provide the Communications Director with function information pertinent to the yearly calendar;
7. familiarize Function Chairs, and volunteers with board approved report forms, for the purpose of promoting sound and transparent practices.
8. assume responsibility for verifying all function reports, invoices, cash tapes and income before remittance to the Treasurer;
9. keep a journal of activities and a copy of all function reports;
10. ensure the maintenance of a community web site;
11. prepare regular statements of upcoming events and a summary of the last month's events for the Board;
12. prepare a report for the annual meeting: a preliminary presentation of this report will be made to the Board at its regular August meeting.
13. Oversee the set-up and delivery of the "Smart Serve" courses.