

# York Singles Club

*A volunteer-based, not-for-profit, social club  
based in York Region, Ontario, Canada, established May 1999*

## **Directors of Social (3)**

The social directors are responsible for the overall planning and execution of all Club events with the assistance of the executive:

- a) Plan a variety of social events that take into consideration the requests of members, a balance of higher and lower cost outings and that are spread throughout the region.
- b) Prepare the calendar of social events for distribution at the general meeting and on-line, requiring basic computer skills.
- c) Ensure the continuation of ongoing events.
- d) Seek input from members at the general meeting and by other means regarding the types of social activities desired.
- e) Encourage members to volunteer their assistance at events.
- f) Convene or select a volunteer convener for each event.
- g) Work with each event convener to provide direction in planning and on-target budgeting
- h) Ensure that financial receipts are retained and a full accounting of income and expenses is provided to the treasurer for each event.
- i) Ensure members are aware of all event policies (i.e. cancellation policy and any deviations from that for specific events such as theatre tickets, bus trips etc.)
- j) Inform treasurer of all outstanding event fees.