

DIRECTOR OF INDOOR ACTIVITIES

JOB DESCRIPTION

1. The Indoor Activities Director is responsible for Special Events, Library, Social Hour and other activities that are held indoors.
2. Is responsible for the continual management of the following committees and for obtaining chairpersons for:
 - Exercise, Yoga & Line Dancing
 - Decorating Committee
 - Photography Committee
 - Committee to keep current photos of Club activities on Photo wall
 - VHF Radio Committee to make daily announcements directly from monthly calendars.
(Announcements will be Club activities only, Directors may do own morning announcements except for the meals)
 - Helps plan individual talks of interest to members
3. Schedules Entertainment for Social Hours on a Friday where there is no dinner planned on the following night (Saturday). Is responsible for the event, usually the special entertainment is one per month. Schedules entertainment for dinners, if requested by dinner organizer(s).
4. Is responsible for the use of the microphone during Social Hour.
5. Works closely with the Directors of Bar, Meals and Outdoor Activities to coordinate activity dates with other Club events/activities.
6. Is responsible for informing the Calendar Girl of events and activities.
7. Attends monthly Board meetings (November-April) and other meetings assigned.
8. Provides a written report of the previous month's Indoor activities for each Board meeting and for submission to the club Secretary.
9. Writes a summary of activities, previous or future, for the monthly club newsletter.
10. Prepares and presents a year-end report for the membership at the Annual Meeting.
11. Librarian—A Librarian will be in charge of the library, organizing and reshelving books, and maintaining the library in good condition. He/she may appoint additional committee members to assist with any part of the work.
12. Accepts other duties as assigned.

Revised April 2021