



## **Director Job Description: Social Convenor**

**Term:** Five (5) years

**Time Commitment:** approximately 80-100 hours annually

**Revised:** June 2020

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or *ad hoc* Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

### **Job Overview:**

Manages the recruitment, training, and scheduling of Social Committee members and organizes the purchase and serving of refreshments during lecture series and the Annual General Meeting.

### **Duties and Responsibilities:**

1. Chairs the Social Committee
2. Recruits, orients, trains and schedules committee members to meet the refreshment needs as established by the Board
3. Purchases the refreshments for lecture series and the Annual General Meeting
4. Periodically evaluates the refreshment preparation and serving equipment to ensure that it meets organizational needs
5. Recommends equipment improvements based on ongoing operating experience
6. Reports to the Board regularly
7. Prepares and delivers an annual report to the Annual General Meeting

### **Competencies and Qualifications:**

1. Excellent organizational and project management skills
2. Excellent analytical and problems solving skills
3. Excellent interpersonal, team building and facilitation skills
4. Computer competency in Word and e-mail