Sample Template - Adjust as Needed

**Position Title: Program Director**

**Authority**

* The board of directors is the legal authority for the community league.

**Term of Office**

* Term of office is \_\_\_\_\_ years.

**General Duties/Requirements**

* A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
* Commit to the work of the organization.
* Review the board’s conduct and monitor its performance to ensure compliance with bylaws and policies.
* Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league’s mission.
* Orient new board members.
* Prepare for and arrive on time for all required meetings.
* Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
* Review the bylaws and recommend changes to the membership.
* Participate in the development of the league’s organizational plan, annual review and budget.
* Approve the budget and other financial matters.
* Prepare and present required reports at board meetings.
* Prepare and present an annual report at the annual general meeting.

**Responsibilities**

* + Works with the City Community Recreation Coordinators (CRCs).
  + Prepares and reviews policy and procedures related to programs and social activities.
  + Determines which programs will be offered to the community, then arranges for instructors and accommodation.
  + Manages all matters related to social activities of the league, including dances, social nights, member barbecues, etc.
  + Applies for grants for programs.
  + Arranges registrations.
  + Prepares budget and financial reports for the treasurer.
  + Arranges payments to instructors, keeps appropriate records.
  + Arranges access to the facilities used.