

**ARMDALE YACHT CLUB
ENTERTAINMENT OFFICER POSITION DESCRIPTION**

Responsible to:

- The Rear-Commodore

Duties and Responsibilities:

- This Committee shall consist of the Entertainment Officer and not less than two other Members approved by the COM.
- Lead the committee in the planning and execution of entertainment activities for Club members.
- Serve as a member of the Food & Beverage Committee
- Manage entertainment calendar for the year to the budget approved by the membership.
- Ensure a good working relationship with the caterer to provide needed services.
- Communicate with club members to advise of entertainment functions and to obtain feedback on events and obtain ideas for future events.
- Work with the Social Chair to support social members of AYC.
- Work with and assist the Fleet Captain Sail and Fleet Captain Cruise events as needed.
- Responsible to ensure that the club area is set up for any function requiring decoration, removal of furniture to lower floor for storage, set up of table and chairs as required and removal of decoration the day following and putting all furniture back in place.
- Arrange with bands/DJ's coming in where they are to be and when they can come on site to put up equipment.
- Monitor Entertainment e-mails and address issues as they arise.
- Assist the Commodore and COM with the management of the club as outlined in the Bylaws.
- Uphold the Code of Conduct of members of the Club as set out in the Bylaws.
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike.
- Possess a good working knowledge of the AYC Bylaws, regulations and policies.
- Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
- Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position.
- Participate in the annual strategic planning process.
- Participate in the annual budgeting process including development of budget for area of responsibility.
- Carry out such other duties as the COM may delegate from time to time.
- Provide incoming COM member with relevant transition information to assist with following year's activities.

Approved by the Committee of Management on March 21 2018, Rev October 15, 2019