



# The Madawaska Club of Go Home Bay 1898

## POSITION DESCRIPTION FOR ATHLETICS DIRECTOR

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as Athletics Director.

The duties and responsibilities of the Athletics Director are generally as follows:

- Overseeing all matters related to organizing and implementing Marathon, Regatta, and the Regatta Party.
- Coordinating with and booking the Regatta Band.
- Organizing the setup and takedown of Regatta / Marathon courses, and coordinating with the Club’s Caretaker regarding same.
- Ordering and picking up corn for the Regatta Party, as well as any other items required for the party.
- Soliciting and coordinating volunteers for the Marathon, Regatta, and the Regatta Party.
- Ordering ribbons and organizing the gathering and return of cups / trophies.
- Organizing, executing on and cleaning up of the Regatta party / site (BBQs, picnic tables, garbage’s, etc.).
- Proposing a budget for the portfolio each year in advance of the Club’s annual general meeting, managing the budget allocated to Regatta, Regatta Party and Marathon and reporting to the Board on any anticipated cost overruns.
- Acting as Board liaison with members for Marathon, Regatta, and Regatta Party matters.
- Making recommendations to the Board as to matters relating to Marathon, Regatta, and the Regatta Party.
- Liaising with the Communications Director to communicate Marathon, Regatta, and Regatta Party matters to the community.
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.
- Carrying such other duties as may be requested by the Board from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club