**SAMPLE TEMPLATE**

**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

1. Works with the City Community Recreation Coordinators (CRCs) and interested community members.
2. Prepares and reviews policy and procedures related to programs.
3. Understands the Tripartite Agreement as it pertains to programming and use of hall.
4. With board approval, determines which programs will be offered to the community and arranges for instructors (either city instructors or volunteers).
5. Acts as point person for those interested in bringing programming to the community.
6. Arranges for presentation of proposed programming to board for board approval
7. Supplies or arranges for promotional information to publicize programming to communications or publicity director.
8. Applies for grants for programs (if required) with authorization of board.
9. Arranges registrations.
10. Works with Membership Director to ensure membership sales are available at registration
11. Prepares budget and financial reports for the treasurer.
12. Arranges payments to instructors (if required), keeps appropriate records.
13. Arranges new program scheduling around other existing scheduled programs, social events, rentals or facility commitments like league meetings.
14. Arranges access to the facilities used.