

# **PINE MEADOWS HOMEOWNERS' ASSOCIATION**

## **PROCEDURES**

### **BOARD OF DIRECTORS - DIRECTOR OF ACTIVITIES**

#### **PURPOSE**

The purpose of the Director of Activities is to serve as a liaison between the Board and the Pine Meadows activity groups.

#### **FUNCTION**

The Director of Activities is an Officer of the Association and functions under the direction of the Board of Directors.

#### **TERM OF OFFICE**

See Section 5.2 of the Bylaws (page 2)

#### **DUTIES AND RESPONSIBILITIES**

To be a liaison between the Board and the following Activity Groups: Aquafit (ladies and men's), Billiards (ladies and men's), Bingo, Bridge (ladies and mixed), Computer Group, Darts, Euchre (bid and regular), Fitness, Games Night, Garage Sale, Meadow Larks, Men's Brunch, Poker, Scrabble, Social Committee, Table Tennis, Car Rally, Cat Club, Golf, Horseshoes, Shuffleboard, Tennis, Vegetable Gardens, Volunteer Drivers, Wood Carving Club, Woodworker Shop and any others when the activity group is formed.

To attend monthly Board meetings and provide a written report for all Directors.

To report to the Board any special event or activity that is being planned by a group

To request, on an annual basis, a report from each activity. This should be done in late May / early June to facilitate the Board's budget planning. This report should contain funding needs for the next fiscal year, a financial statement if the group received funds the previous year, a brief description of the activity, the approximate number of participants, dates the group met and anything else that may be of interest to the current and new residents in Pine Meadows. To file these reports in the provided binder on the table in the Grand Hall. See Example A

To select, as needed, one or more residents in good standing to assist the Director of Activities.

To respond to concerns regarding damage to the BBQ and corn roasters.

On retirement, will explain the duties to the incoming Director of Activities and pass along all pertinent materials of the office, including a copy of the Procedures.