**Title:** **Special Events Director**

**Term Renewed**: Even Years

**Purpose:** To promote community-spirit amongst the Island Lakes community residents.

**Role:** The Special Events Director will plan, organize and facilitate all Island Lakes Residents Group (ILRG) special events with assistance from Board members and volunteers.

**Responsibilities:**

* Organize and run the Annual Spring Clean-Up & Family Fun Day.
* Brainstorm new ideas for community events.
* Recruit and coordinate volunteers for special events.
* Answer questions or concerns of residents by phone or email.
* Attend monthly Board meetings and provide a progress report.
* Hold committee meetings as required.
* Prepare an annual report and present it at the Annual General Meeting.
* Participate in all ILRG community events.
* Foster and maintain relationships with local businesses to encourage participation in special events.